

# ***HOW TO WRITE A LETTER***



A FRIENDLY  
LETTER



A BUSINESS  
LETTER



## HOW TO ADDRESS AN ENVELOPE

### Return address

**From:** Mary L. Rose ← sender's name  
14 Main St. ← address  
Dodge, SD 58625 ← post code

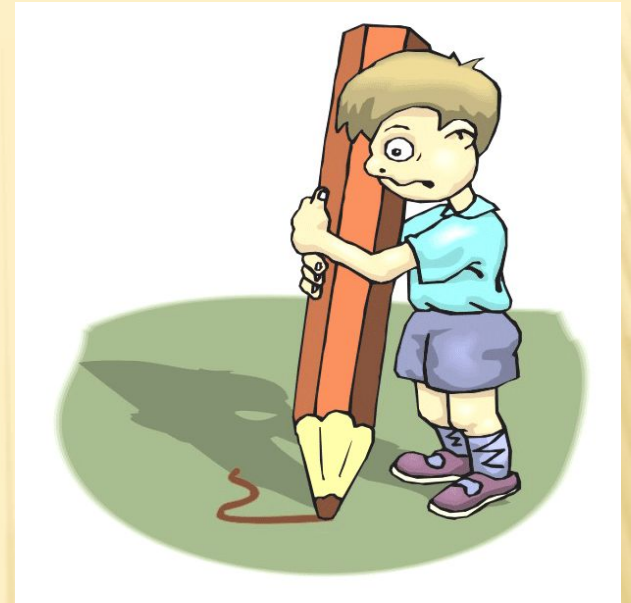
City State

( address abbreviation : Ave.( Avenue),St.(Street),  
Rd.(road), Blvd.(Boulevard), VLG.(village),SQ.(Square).

### Address of the person you are writing

**To:** Sam Green  
12 Toll St.  
London  
EI71VD

postcode





- Heading
- Greeting
- PARTS OF**  
Body  
**A**
- LETTER**  
Closing
- Signature

# HEADING

43 Hill Rd  
Newcastle  
NE 3889 U  
UK  
March 31, 2011

It includes the writer's address and the date.

It is written in the upper right-hand corner of the page.



Dear Mr. Snow,  
Hi, Boris,  
Hello, Sue,



GREETING

The greeting is written under the heading at the left margin and begins with a capital letter and ends with a comma.

The body of the letter contains the main message or “point”.

It includes information about:

- ☐ yourself;
- ☐ your relatives;
- ☐ the purpose of the letter.



**BODY**





You friend,  
Tom.

Love,  
Betsy.

Missing you,  
Andrew.

Sincerely yours,  
Tom Robinson.

CLOSING

SIGNATURE

The closing is lined up directly under the heading. It begins with a capital letter and ends with a comma.  
The signature is your name written directly under the closing.

HEADIN  
D

19 Olson Ave.  
London  
SW 19 HU  
UK  
5 February  
2007

REETIN

Dear Anton,

I am writing to your to tell your about my next winter holiday.

BOD  
Y

I wanted to spend it in the mountains. Skiing is very popular sport in my country. I began to ski in my childhood with my father and sister. I think the fresh air, clear nature and sport is very health to me. That why my favourite hobby is skiing.

The mountain-skiing base is situated in Karpaty. This base is very popular and many people visit it every year. There are 4 skiing trace. Also there is the elevator, cafe and the house, where you can take a rest. Then after this base I wanted to visit my grandfather that live in another city. I miss about him. So that is my all holiday. Write me more often. Goog luck.

Yours truly,  
Maksim.

CLOSIN  
G

SIGNATU  
RE

