

HOW TO WRITE A LETTER



A FRIENDLY
LETTER



A BUSINESS
LETTER

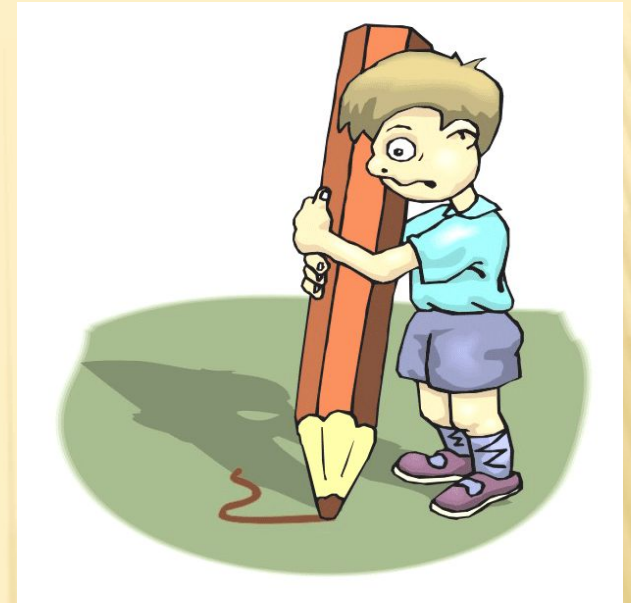


HOW TO ADDRESS AN ENVELOPE

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**
A Body
- CLOSING**
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,



A diagram illustrating the placement of a greeting. On the left, a rounded rectangular box contains the text 'Dear Mr. Snow, Hi, Boris, Hello, Sue,'. A horizontal arrow points from this box to a solid brown rectangular box on the right. Below the brown box, the word 'GREETING' is written in white capital letters.

GREETING

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

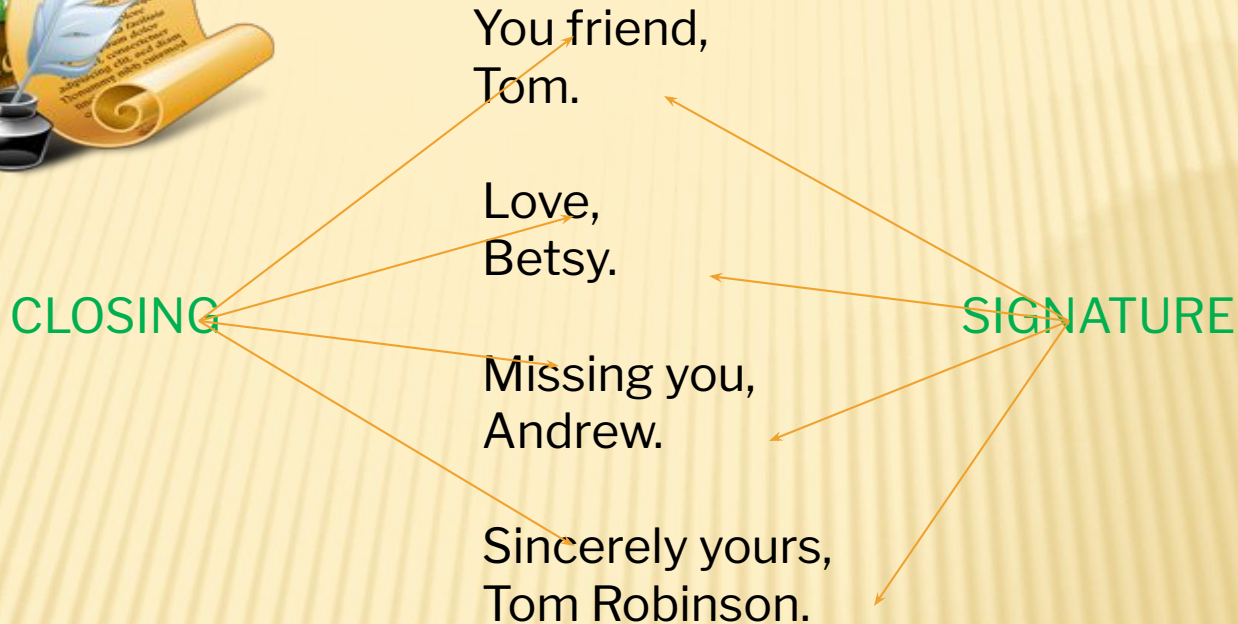
The body of the letter contains the main message or “point”.

It includes information about:

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

→ 
BODY





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
5February
2007

REETIN

Dear Anton,

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

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

BOD
Y

