HOW TO WRITE A LETTER





HOW TO ADRESS 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

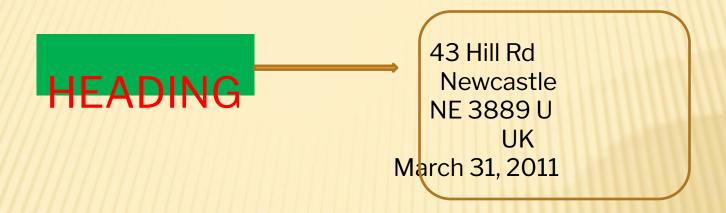
To: Sam Green 12 Toll St. London El71VD

postcode





- Heading
- Greeting
- .BARTS OF
- ·Closinger
- Signature



It includes the writer's address and the date.

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

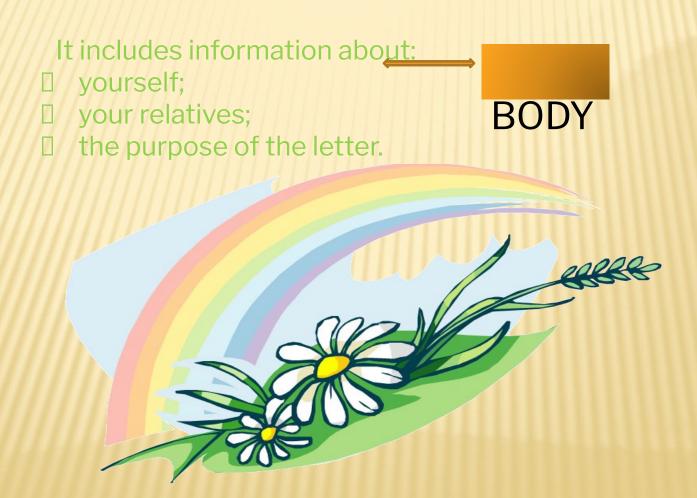


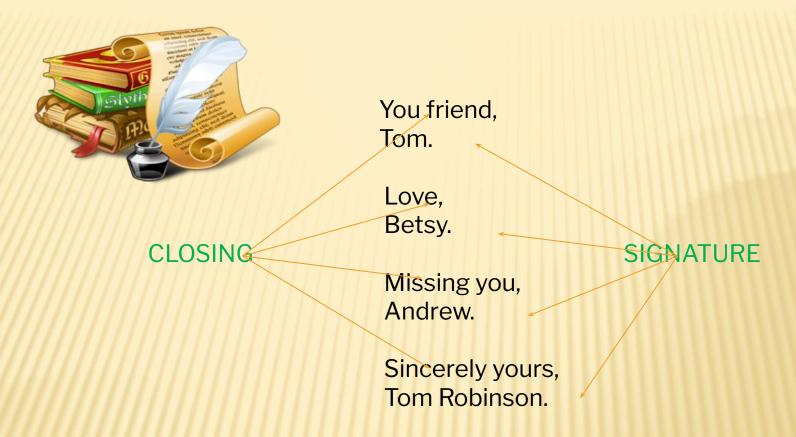
Dear Mr. Snow, Hi, Boris, Hello, Sue,



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".





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

BOD

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

Dear Anton,

GREETIN

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



