

Writing an informal letter

Spotlight 8
Module 2
Unit 2e

An informal greeting

An opening remark
Reason for writing

Dear... (name)

How are you?

I'm writing to tell you...

Introduction

Main body

topic sentence

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Conclusion

Summing up
A closing remark

An informal ending

*So, that's what I wanted
to tell you...*

Waiting for your answer,

*Best wishes
(name)*