

Address

Date

Dear ... ,

Thanks for... / Sorry...

Your letter

I'll write you soon. / I look forward to hearing from you.

Best wishes, / Lots of love, /All the best, / Yours,

Your name

71 Great Russell Street
London
WC1
29th June, 2004

Dear Luella,

I've got some great news! I am finally going on the holiday of my dreams. I'm spending the first two weeks of June in the wonderful city of Copenhagen. Isn't that exciting?

I'm flying there on Monday morning, 1st July. First, I'm going to see the beautiful statue of the Little Mermaid. Then, I'm going to see the changing of the guard at Amalienborg Palace. I'm also going to Tivoli to go on the rides. It's one of the most famous amusement parks in the world! I am definitely not going to miss the chance to go on a boat trip on the Nyhavn Canal to see more of Copenhagen. Finally, I'm going to visit the antiques market on Gammel Strand to buy some souvenirs, and the Carlsberg Brewery to see how they make beer.

I'm really excited because I know it's going to be an amazing holiday! Hope to hear from you soon.

Love, Margaret.

Main body

Ending

Salutation

Conclusion

Introduction

You have 20 minutes to do this task.
You have received a letter from your English-speaking pen friend Steve who writes

... At school we are doing projects on reading habits of people in different countries. Could you tell me what kind of books you and the members of your family like reading?

As for the family news my sister got married last week...

Write a letter to Steve.

In your letter

- tell him about the kind of books you and your relatives like to read
- ask **3 questions** about his sister's husband

Write **100 – 140 words**.

Remember the rules of letter writing.