

# *AN INFORMAL LETTER*

**Giving News**

**Asking for/Giving Advice | Information**

**Invitation**

**Apology**

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THE ADDRESS  
(city, country)

THE DATE

THE SALUTATION *Dear ... , Hi...*

LINKING: INFORMAL WORDS & EXPRESSIONS

THE BEGINNING Thank you for your letter.  
( Ask questions. Include some chat.)

*By the way,*

THE BODY OF THE LETTER  
(two-three paragraphs)  
(Give reasons for writing, Answer  
the questions from the former letter,  
Give news.)

*Anyway, ... You know, ...  
Another thing, ... guess what -*

THE ENDING  
( An excuse to stop writing)

*Well,... ,  
right?*

THE CLOSE *Best wishes, All the best,*

YOUR NAME (only)

*You are going to England for holiday. You would like to stay for a few days at your English Friend's.*

*Write a letter and ask if it is possible.*

- Describe briefly your holiday plans.
- Present your request.
- Say how long you would like to stay.
- Express hope for her return visit to Russia.

*Write 100–140 words*

*St. Petersburg*

*Russia*

*12th May*

*Dear Carol,*

*I haven't heard from you for some time but I hope your exams are over now and you can start relaxing.*

*I've just passed my school-leaving exams and now I'm getting ready for the entrance exams for the University. Still, I'm already making plans for the holidays. They look quite exciting: I'm going to hitchhike across England and Wales for three weeks. I can't wait!*

*That's why, I'd like to ask if I could come to visit you for some time. Today it's hard to say when exactly, but it will probably be mid-August. I would like to stay for two-three days. Please let me know if it is OK with you.*

*I do hope I'll be able to see you at my place in Russia some day, too! Give my love to Tom.*

*All the best,*

*Love, Tina.*