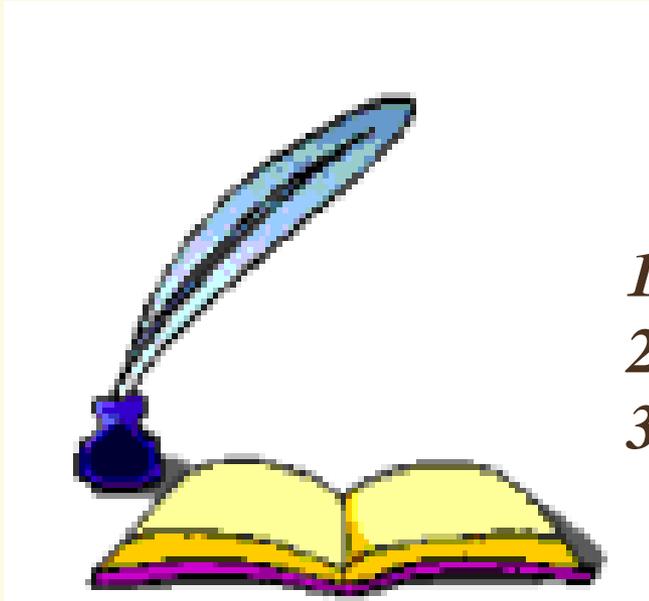


# *How to write a letter*

---



- 1. You want to find a pen pal.*
- 2. A reply letter to a pen pal.*
- 3. An official letter.*

**Steps**

**Steps**

**Steps**

**Steps**

**Steps**

## *Steps of writing any letter*

---

**YOUR ADDRESS**

**DATE**

**GREETING**

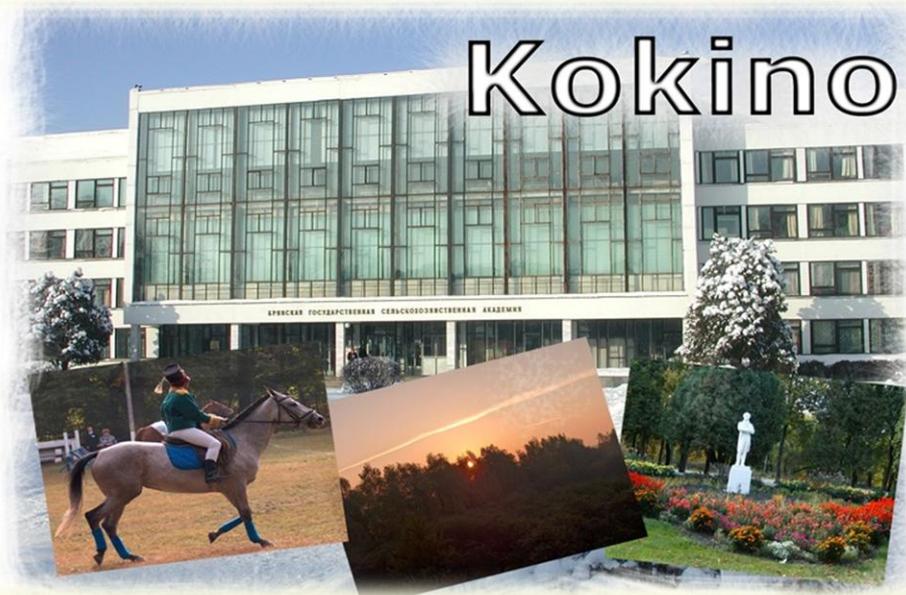
**BODY**

**SIGNATURE**

# *ADDRESS*

---

*55 Pushkin Street, Apt.76,  
Kokino, Russia*



*DATE*

---

*5th March, 2009*



*You want to find a pen friend*

---

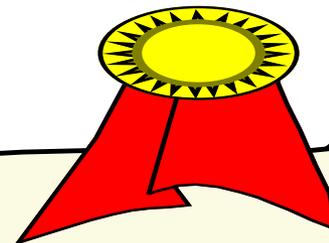


*So you write to the unknown person*

# *GREETING*

---

*Dear friend,*



# BODY

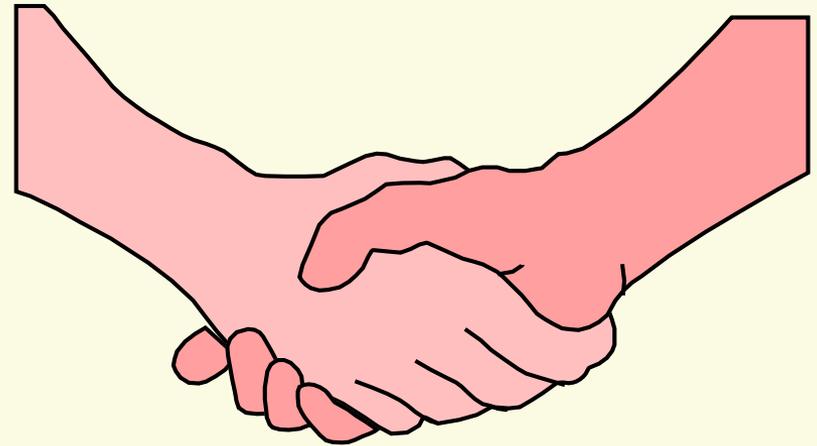
---

## Paragraph 1

*Say hello*

*Information about  
yourself (age, height,  
hair and hobbies, etc)*

Hello

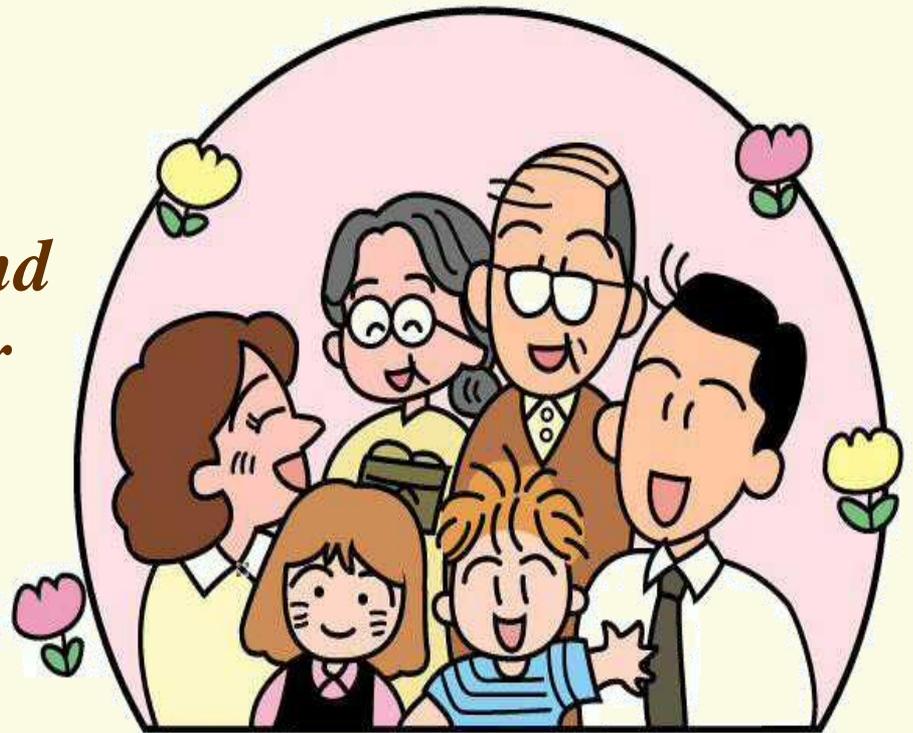


# BODY

---

## Paragraph 2

*Give information about your family (parents, brothers and sisters, pets and your flat, etc.)*

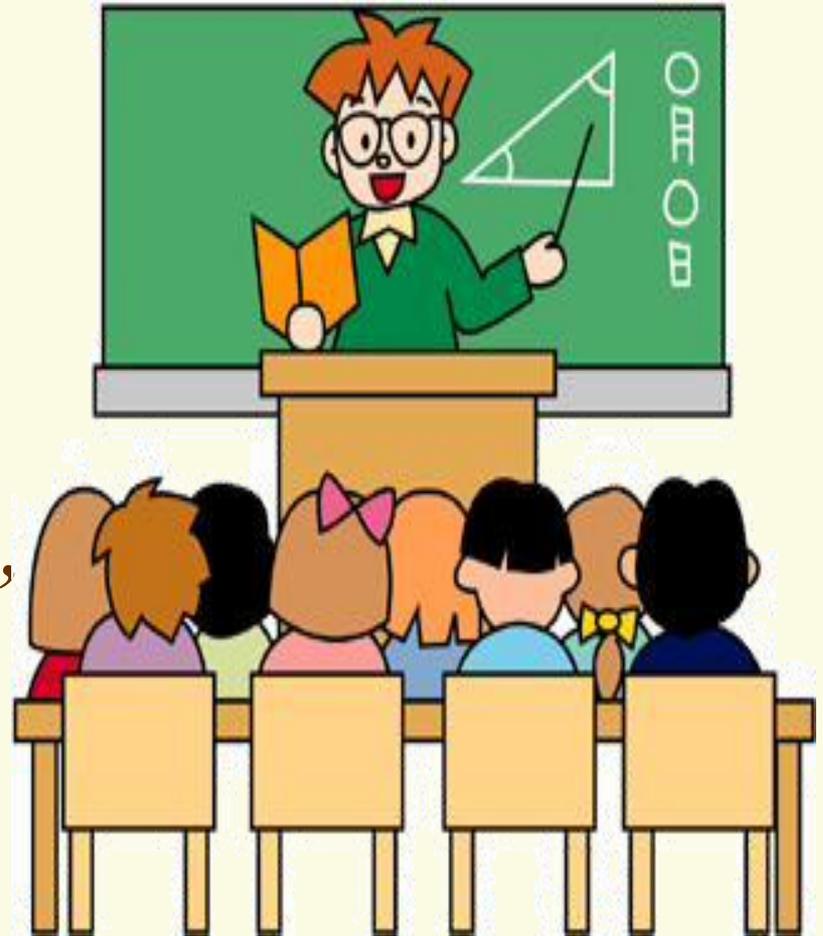


# BODY

---

## Paragraph 3

*Give information about your school (name of school, your favourite sports, best subject, your ambition, etc.)*



# *BODY*

---

## **Paragraph 4**

**Close your letter with ending sentences:**

*Please, write me soon.*

*I hope to hear from you soon.*



# *SIGNATURE*

---



*Best wishes,*  
**Write your name  
clearly:**  
*Your friend, Sasha.*



# HOW TO ADDRESS AN ENVELOPE

---

## Return address:

- ☞ Alexander Krylov
- ☞ 55 Pushkin Street,
- ☞ Apt. 76
- ☞ Kokino, Bryansk Region,
- ☞ Russia 243365

## Address of the person you are writing to

- ☞ Laura Brown
- ☞ 40 Cambridge Street,
- ☞ Apt. 25
- ☞ Fairfield, North Carolina 12397
- ☞ USA

# *A Reply Letter to a Pen Pal*

- ☞ You have received a letter from your pen pal.
- ☞ You know each other for some time, you know about his family, school, hobbies, pets and so on.
- ☞ He wrote you about some facts in his life and **asked some questions** about yours.
- ☞ So you are to write **a reply letter**.

## Example

*...My best friend had a birthday last weekend. We went on a picnic. There were lots of people and it was great. And when is your birthday? How do you usually celebrate it? What present would you like to get for your next birthday?*

.....

*Dear Mary,*

*I have just received your letter today.*

.....

*Thank you so much for your letter of  
April the 4<sup>th</sup>.*

.....

*It was very interesting to read...*

.....

*I was glad to hear that you...*

.....



# Official letter

## Opening and closing greetings

---

**Mr.J.Smith  
Smith & Sons  
14 The Mews  
London W8 9EG**

**18 Bland field Road  
London SW 10 8RP  
April 15, 2009**

**Dear Mr. Smith,  
Dear Sir or Madam  
To Whom It May Concern,**

**Subject: .....**

**I look forward to...**

**I am looking forward to...**

**Yours sincerely,  
Yours faithfully,  
Mary Miller**

# Official letter

## Reason for writing

---

Subject: .....

*Dear Mr. Smith,*

*I am writing in reference to.....*

*I am writing to inform you.....*

*Further to our telephone conversation.....*

# Official letter

## Requesting something

---

*Could you please...?*

*I would appreciate it if you could....*

*I would be grateful if you could....*

*Please send me.....at your earliest  
convenience ( as soon as possible).*