



# How to write letters.

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# Types of letters

A close-up photograph of a person's hand holding a black pen with a gold nib, writing on a white document. The document has some faint, illegible text on it. The background is blurred, showing what appears to be a desk or office environment.

- Formal letters
- Semi formal letters
- Informal letters

A close-up photograph of a hand holding a black pen with a gold nib, writing on a white document. The document has some faint, illegible text and numbers. The background is blurred.

# Formal letter

- Dear Dr. Brown,
- I am the chairman of the 2016 Metropolitan Medical Conference that is being held this year in Miami, Florida on July 5, 2016. I write to invite you to present your groundbreaking research on beta blockers with our conference participants and invited guests. A 30-minute discussion of your work along with a 20-minute question and answer session would add so much to the intellectual landscape of our annual medical conference.
- The Metropolitan Medical Association would be pleased to cover your travel and lodging expenses while you visit the conference, in addition to providing a per diem budget during your stay.
- 
- Please reply with your answer as soon as you are able so that we may begin making arrangements. I encourage you to contact me with any questions or concerns.
- Kind regards,
- Dr. Michael Smith
-

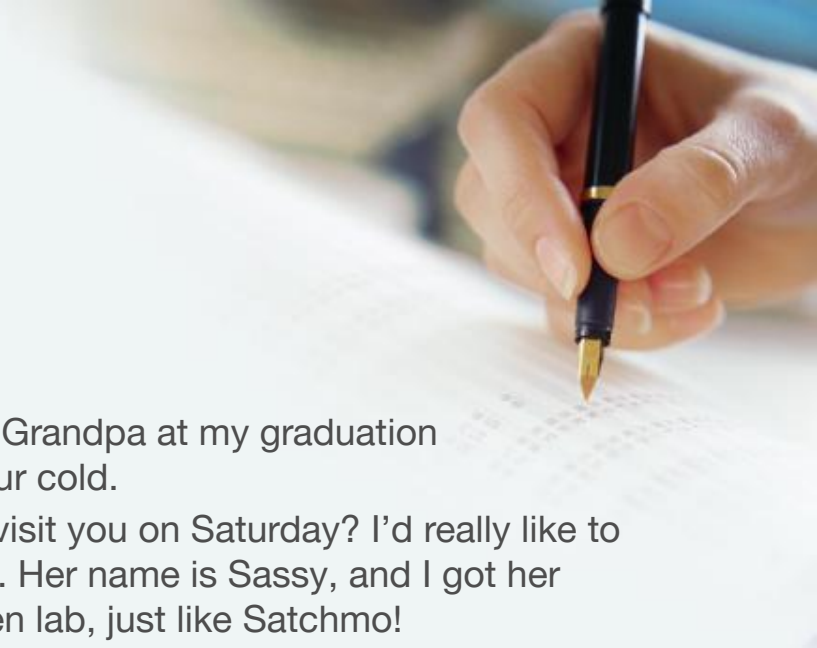
# Semi Formal letter

- November 12, 2015
- Dear Mr. Bigena,
- Thank you so much for showing me around the city this past weekend. It was very beautiful. Your family is wonderful, and I couldn't have felt more welcome. I also want to thank you for teaching me those useful phrases so I could speak a little Italian while I finished my business trip. My time in Venice was amazing, and it was just about the only time I could actually get a little rest. The remainder of my trip was busy, but I still enjoyed it immensely.
- I would love to reciprocate by inviting you and your family to my home in London. (I'm sure you could use a break from your hard work!) I know the city very well and can show you all my favorite places. And of course you'd all be able to stay at my flat during your trip.
- I do hope you are able to attend. Don't worry about the cost; it will be my treat. It's the least I can do to pay you back for your amazing hospitality. Please write back if you would like to visit.
- Yours truly,
- Mike Ellis
- 



# Informal letter

- May 8, 2015
- Dear Grandma,
- How are you? I was really happy to see you and Grandpa at my graduation ceremony, and I hope you're recovering from your cold.
- Do you think it would be okay if I stopped by to visit you on Saturday? I'd really like to show you my new puppy. I think you'll adore her. Her name is Sassy, and I got her last week. And she's your favorite breed: a golden lab, just like Satchmo!
- I'm excited to come see you soon. Let me know if Saturday will work for you.
- Love,
- Olivia



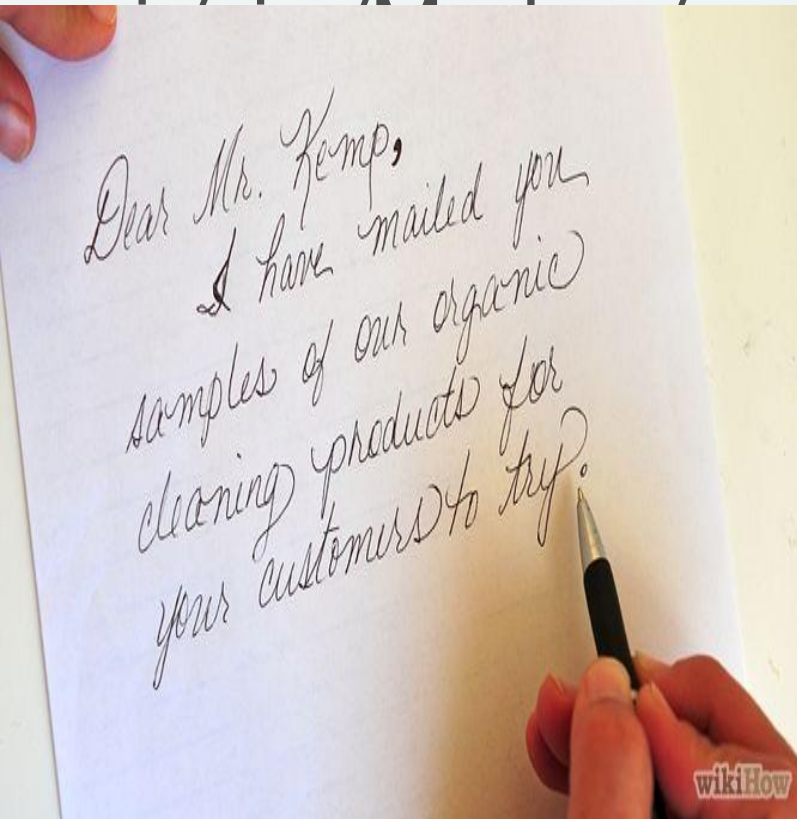
# Paragrph Plan for Letters

- Salutation
- Paragraph 1: reasons for writing
- Paragraph 2: development
- Final paragraph: closing remarks
- Name



# How to start a letter

- Formal: Dear



- Informal

- Dear Ann,
- Thank you for /Many thanks for your(recent)letter.
- It was good/nice/lovely to hear from you recently/
- I was glad to hear that you had a good holiday.
- I hope you and your family are well.
- I'm sorry I haven't written/been in touch for such a long time.
- It's ages since I've heard from you



# Sample endings



Type	Formal, impersonal	Middle of the road	Familiar, intimate
Business	With gratitude, Kindest regards, Sincerely, Thank you, Regards,	Best, Yours truly, Cordially, Yours respectfully, Wishing you well,	Thanks, Regards, Best wishes, Take care, Until next time,
Personal	Always, Respectfully yours, Truly, Faithfully yours, Best wishes,	Your friend, Affectionately, Yours always, Much love, See you soon,	All my love, Eternally yours, See ya, Later, Hugs and kisses,