



Writing a letter

(address)
date

Gabelsbergerstr. 4
96317 Kronach
29th April 2015

greeting

Dear Andrew,

introduction My name is Tony and I'm 13. I got your address from my English teacher. She told me that you and some other pupils of our European partner school will be with us in October and I'm really pleased to be your host during your stay in Germany.

body

So what will be on our programme when you're with us? In the mornings we will be at school and in the afternoon there are several things that we could do. If you like sport, we can meet my friends and play football. As there is a fitness centre here in Kronach we can go to and do some sports as well. At the weekend we can go to Bamberg and visit the old town. Maybe you're interested in history? So I propose a visit to the Festung Rosenberg to have a look at the castle. If the weather is fine, we can ride our bicycles. I'm sure we'll have a lovely time together.

That's all for now. I hope you will enjoy your visit here in Kronach. I'm really looking forward to meeting you.

final
paragraph

Yours,
Tony

closing

General rules for writing an informal letter:

- the date: top right hand corner (day/month-BE - or month/day-AE)
- comma after name not necessary, but begin after that with a CAPITAL letter
- contracted verb forms like *I'm* , *We've*

Opening remarks

- Dear ...
- How are you?
- How's everything going?
- So nice to hear from you!
- Thanks for your letter and sorry for my late reply.
- Just a short note to let you know...

Closing remark

- That's all for now.
- Well, I'd better go and do some work.
- Take care. I'll speak to you soon.
- Best wishes / Love / Yours

