

Personal Letter

**54, Manor Street
Cardiff CF14 3PW
U. K.**

(recipient's address, only include in formal letters)

**33 Brompton Rd.
Cambridge C B3 8FG
U. K.**

(you own address, only in formal letters)

Dear Tom,

(friends by their first names)

10 June 200...

(always include date)

Dear Mrs Nevil,

(distant acquaintances by full name)

The text always begins with a capital letter!

- *Thanks a lot for the letter which has just arrived/which I received two weeks ago.*
- *I'm sorry it has taken me so long to reply, but I've been very busy.*
- *I must write you at once and tell you about.....*

- *Oh, yes, before I forget....*
- *Did I tell you that...?*
- *Have you heard that ...?*
- *You'll never guess what we...*
- *By the way ...*
- *That reminds me,*

- *Write back soon and let me know how it goes.*
- *Please write soon.*
- *Looking forward to hearing from you.*
- *Give my love/regards to...*

- *With best wishes,*
- *Yours sincerely,*
- *Yours truly,*

- *All the best,*
- *Best wishes,*
- *Bye for now,*

- *Lots of love,*
- *All my love*
- *Love,*

Alan Smith

(distant acquaintances)

Marie

(friends)

Pip

(close friends or relatives)