

### ***A letter to open – pal***

Informal/ personal / friendly

#### **Useful expressions:**

- Dear Ilham.
- Hi, how are you
- I'm really sorry for ( not)....
- Thanks for your letter
- I was very happy / glad to receive, your post card.

#### **The Body:**

- I'd like to....
- why don't you,...
- By the way,...

#### **Reponses**

- Concerning
- As far as...is concerned...
- As for

#### **Conclusion**

- Well, I hope that../kisses for me all the family.
- Write me soon and tell me about...
- Take care / Keep in touch/ Best regards
- Best wishes / Good bye for now / love for all the family