

WRITING PERSONAL LETTER



Exercise I : Fill the components of the letter.



Body of the letter

Date

Address

Writer's name

Introduction

Salutation

Signature

Closing

8062 Tesa Road Amphoe Mueang
Nakhon Pathom, Thailand 73000

13 Aaughst 2022

Dear Nisa,

How are you? I hope you and your family are fine. My family and I are fine, too.

Thank you for the bag you sent me. I like it very much. However, my sister says I shouldn't wear it to school because it is very big. My sister is the best but sometimes I feel that she talks too much.

Do you have any plans to visit me? I hope to hear from you soon.

Your loyal friend,

Sumet



Exercise II : Write the phrases in the correct group.

1

How's everything going?

2

Hope to hear from you soon.

3

Thanks for your letter and
telling me all your news.

4

Take care.

5

Say hello to your
family and friends.

6

Please write back soon.

7

Thank you for your letter and it
was great to hear from you.



The begin a letter

The end a letter

