

Structure of a letter to a friend

Sender

Content of the letter

Date

Closing

Greeting

9th October 20XX

Hi Lily,

We are now in our new flat in Aberdeen. It is on the 35th floor so the views are great! I hope that one day you will come to Hong Kong and stay with us. The Lau family will give you a big welcome!

Here is the photo I promised to send you. It is from our holiday in Thailand. We stayed in a great hotel next to the beach. The weather was lovely. That is me on the beach. I am the handsome one in the vest and sandals. The girl next to me, the one who is eating an ice cream, is my little sister Jane. My big sister Linda is the girl with the umbrella. The boy who is reading is my little brother Andrew.

How was your holiday in France? Please write soon and tell me about it!

Love,
Kevin