

**EVALUATION  
PERSONAL LETTER**



Name :

Grade :

**A. Match the following terms with their examples by drag the correct answer!**

No	Examples	Part of Letter
1	Kind regards, Rahul	
2	See you soon	
3	10 December 2012	
4	I hope this letter finds you in the best of spirits.	
5	Dear Vicky,	
6	By the way, all of us have decided to celebrate your recovery. We will be throwing a small party the day you come back home from hospital.	
7	29, Palm Beach Road, Mumbai	
8	When I visited you last week, you seemed a bit depressed. Come on boy, you should thank God for giving you a fresh lease of life. I talked to your doctor this morning and he told me that you are now out of danger. You will have to remain in the hospital for a few more days but that is not something you should be concerned about. Don't forget that life is a mixture of joys and sorrows.	

**Body**

**Signature**

**Address**

**Date**

**Closure**

**Introduction**

**Complementary Close**

**Salutation**