

Greeting: the opening which includes the name

Body: the message included on the postcard

Closing

May 7, 20\_\_

*Hi Susan and John,*

*It's fantastic here! We landed on time and the coach journey to our hotel lasted only 15 minutes. Weather is wonderful. Sunny and hot. Scotland is enchanting! You should see it!*

*The atmosphere is quiet and relaxing. We're impressed by the medieval castles and stunning landscape. People are very friendly. Food's great, as much as you can eat and lots of variety. Going on a trip to Edinburgh Castle tomorrow. Hope we don't see a ghost there! Got some great photos to show you when we get back.*

*See you next week!*

*Love,  
Jenny, Lenn & Alice*

Mailing address: the name and the address of the person who will receive it.

*Susan White*

*15 High Street*

*Colchester, Essex ex*

*CO 125*

Senders' names