

**PART B**

Work in pairs. Look at the words and phrases. Can you decide where they belong in a letter or note (beginning, middle or body, closing)?

My phone number is ...

The name of the medication is ...

Dear Mr. Smith:

I am writing to ...

Sincerely,

July 17, 2019

She needs to take ...

Thank you for helping her ...

Louisa Donatello

Beginning	Middle/Body	Closing