Label the parts of the letter 1-8 using below

the date, polite expressions to close a letter, a list of documents he is sending, address of the sender, polite expressions to close a letter, the greeting, the ending, address of the person he is writing to

[1] Avenida Carrera 30#26
Bogota, Cundinamarca 111321
Colombia

[2] 1st March 2015

[3] Dr A. Cheung
Department of Chinese Medicine
Middlesex University
London NW4 4BT

[4] Dear Dr Cheung,

I am writing to apply for the MA course in Chinese Medicine.

Please find enclosed my completed .application form, and

photocopies of my degree certificate and IELTS certificate.

[5] I am happy to provide any additional information that you need.

[6] I look forward to hearing from you.

[7] Yours sincerely,

Julien Moreno

[8] Enclosures: application form, degree certificates, IELTS certificate

LIVEWORKSHEETS