Structure of a letter to a friend

Date

Content of the letter

Closing

Greeting

Sender

29th March 2010

Hello Kelly,

Thanks for your letter. I like learning about your life in Hong Kong.

It is spring here. It is my favourite season because it is warm. Winter is too cold! There are new leaves on the trees and new flowers in my garden. We do a big spring clean — we clean everything in the house. Which season do you like best?

We have a school holiday in spring because it is Easter. On Easter Sunday we go to church. After church my grandma cooks a big meal. In the afternoon my grandpa usually hides Easter eggs and my brother and I find them. Easter is my favourite festival because I like eating chocolate eggs and collecting Easter bunnies! What is your favourite festival?

Please write soon!

Love,
Zoe