

*Write an informal letter to a friend
who has written to you to tell you that
they passed all of their exams and
that they are really happy about it.*


*They asked if you have done your
exams yet. They also asked if you
would like to meet for lunch soon.*



Your address



Friends name



*Opening
paragraph*



*Responding to news or
making comments*



Purpose for writing



*Changing the subject
or asking questions*



Closing comments



Your Name