

## ใบงานที่ 2

Name.....No.....Class.....

**Instructions:** Match each letter part (A–G) with the correct detail (1–7).

A. heading

B. salutation

C. introduction

D. body

E. conclusion

F. closing

G. signature

1. \_\_\_\_\_ Lately, I've started a new job, and it's been a big change. The team is great,  
and I'm learning a lot. Also, I visited the coast last weekend—so relaxing!
2. \_\_\_\_\_ 123 Green Street, Lakeside City — May 11, 2025
3. \_\_\_\_\_ Can't wait to hear what you've been up to. Let's plan a call or meetup  
soon!
4. \_\_\_\_\_ Take care,
5. \_\_\_\_\_ Dear Emily,
6. \_\_\_\_\_ I hope you're doing well! I wanted to check in and share some updates.
7. \_\_\_\_\_ Alex