

		number, street city/village postcode	ADDRESS
		18 December*	DATE
<b>GREETING</b>	Dear...,		
<b>INTRODUCTION</b>	How are you? I'm fine. / I hope you're well. Thank you very much for your letter of December 1 <sup>st</sup> . I have some good news. I'm writing to ... (tell you about my last holidays/my school/etc.)		
<b>BODY</b>	(One or more paragraphs)		
<b>CONCLUSION</b>	Well, that's all my news. Give my love/regards to your parents/sister/boyfriend... / My mother sends her love. I look forward to hearing from you. / I hope to hear from you soon. / Write soon.		
<b>ENDING</b>	Lots of love, Love, Best wishes, Regards,		
<b>SIGNATURE</b>	Mariana		

\* There are different ways of writing the date:

18<sup>th</sup> March, 2016

18 March, 2016

18<sup>th</sup> March

18.3.16

March 18<sup>th</sup>, 2016

March 18, 2016

March 18<sup>th</sup>

18.3.2016

When you finish your letter you should check:

- spelling and punctuation (capital letters, full stops, commas, etc.)
- grammar
- vocabulary
- the structure of paragraphs