

## Personal Letter

**16, Mainhill Road  
Bristol BR 16 3PR  
U. K.**

(recipient's address, only include in formal letters)

**33 Broomstick Street  
Cambridge C B3 6KL  
U. K.**

(you own address, only in formal letters)

**Dear Tom,**

(friends by their first names)

**10 June 200...**

(always include date)

**Dear Mrs Nevil,**

(distant acquaintances by full name)

### The text always begins with a capital letter!

- *Thanks a lot for the letter which has just arrived/which I received two weeks ago.*
- *I'm sorry it has taken me so long to reply, but I've been very busy.*
- *I must write you at once and tell you about.....*
  
- *Oh, yes, before I forget....*
- *Did I tell you that...?*
- *Have you heard that ...?*
- *You'll never guess what we...*
- *By the way ...*
- *That reminds me, .....*
  
- *Write back soon and let me know how it goes.*
- *Please write soon.*
- *Looking forward to hearing from you.*
- *Give my love/regards to...*

- *With best wishes,*
- *Yours sincerely,*
- *Yours truly,*

***Alan Smith***

(distant acquaintances)

- *All the best,*
- *Best wishes,*
- *Bye for now,*

***Marie***

(friends)

- *Lots of love,*
- *All my love*
- *Love,*

***Pip***

(close friends or relatives)