

Tips for writing a note

1. Start with *Hi* if it is an informal email to someone you know.
2. The email can have three main paragraphs:
 - o the reason for writing (= to say thank you)
 - o the main point (= more details or examples)
 - o a wish or offer for the future.
3. You can say *See you soon / See you next year* if you hope to meet again.
4. Use a closing phrase like *Keep in touch, Write soon, Speak soon* or *Take care.*

Five Steps To Writing an Apology Letter:

1. Acknowledge the mistake.
2. Take responsibility.
3. Apologize and express regret.
4. Offer a solution.
5. Assure that the mistake won't occur again.

Starting a letter

Hi (informal)

Hi Robin (more friendly)

Dear Robin (a little more formal)

Thanking

Thanks for looking after me when I visited London.

Just a quick note to say thank you for a great party.

Thanks for the Union Jack socks you sent me.

Showing appreciation

It was great to see you and your family.

I had a really good time.

I'm wearing the socks to my English lessons.

Ending

Love (informal)

All the best (more formal)

Best regards or Best wishes (neutral)

Jill