

## 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:
  - the reason for writing (= to say thank you)
  - the main point (= more details or examples)
  - 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