

An Informal letter

By Emad Tazi

Greeting

Body

Closing statement + signing off

Greeting

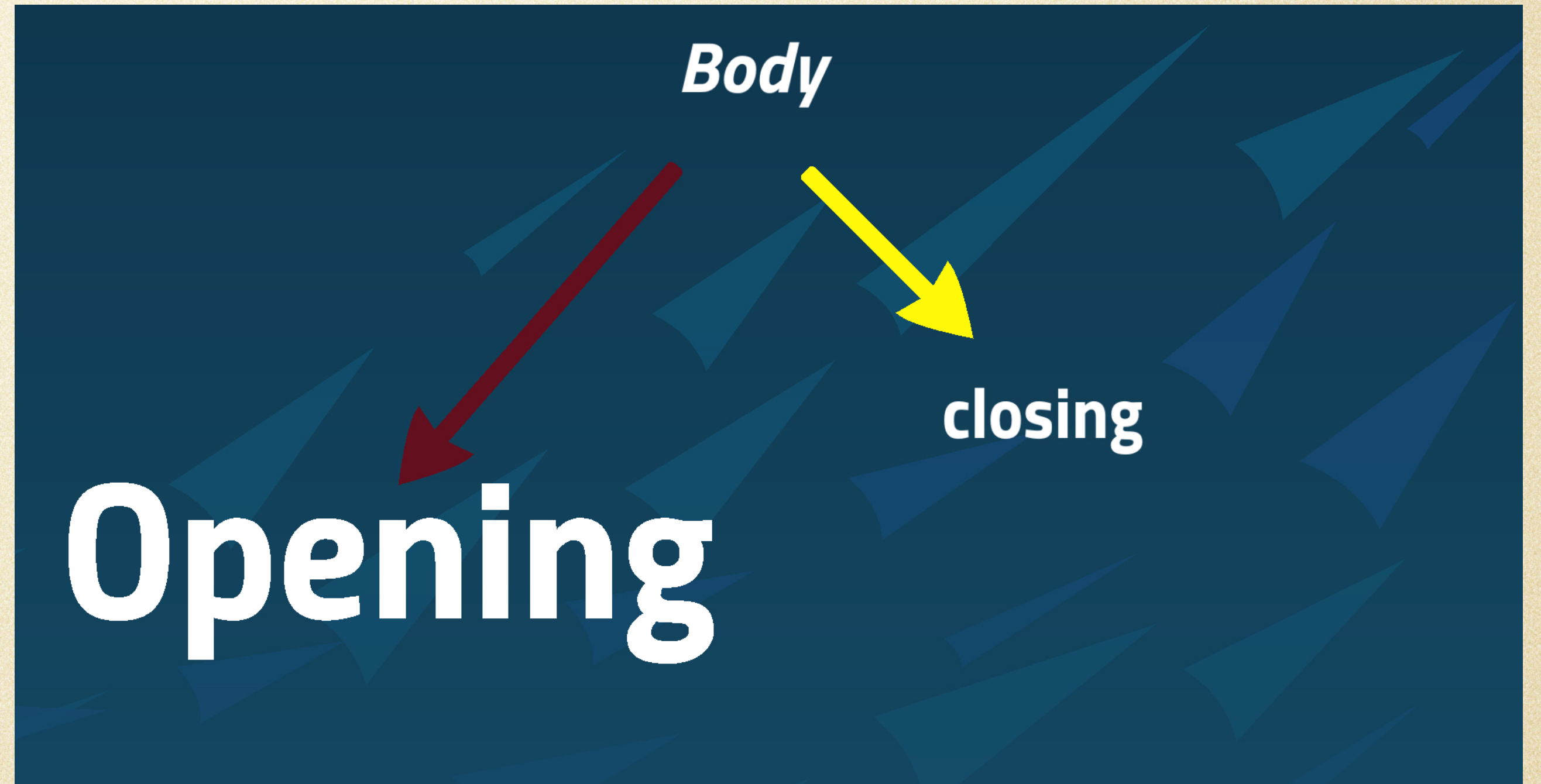
- Dear + name

○ Dear Nezar,

○

○

Body



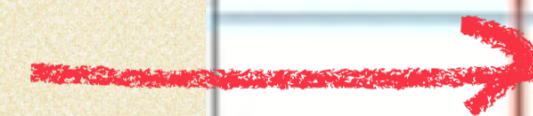
What to talk about in opening

- Referring to news
- Giving news
- Congratulation
- Making suggestion
- Thank you
- Apologize
- Invitation
- Good luck
- Request

What to talk about in Closing

- Give reasons
- Send regards
- Make reference to futur contact

Opening



I'm sorry I haven't written to you earlier but I had to organize some things concerning my trip . As you probably remember I've always wanted to visit some unusual places . And now , at last , off I went ! But you'd never guess where I've chosen to spend my holiday . It's E3 ! I'm so excited about the whole event ! The people I travel with are incredible . The event was a WOW moment . Every single company was in a race to do their best to get the attentions of the gamers . Trying the upcoming games were a whole different experience for all of us.

Closing



Anyway , I'd like to meet you when I get back . Hope you are enjoying your holiday .

Closing statement + name

- Take care, Emad
- Best wishes, Emad
- All the best, Emad
- Love, Emad



Love,
Emad

Dear Nezar,

I'm sorry I haven't written to you earlier but I had to organize some things concerning my trip. As you probably remember I've always wanted to visit some unusual places. And now, at last, off I went! But you'd never guess where I've chosen to spend my holiday. It's E3! I'm so excited about the whole event! The people I travel with are incredible. The event was a WOW moment. Every single company was in a race to do their best to get the attentions of the gamers. Trying the upcoming games were a whole different experience for all of us.

Anyway, I'd like to meet you when I get back. Hope you are enjoying your holiday.

Love,
Emad