

Place and Date you wrote the letter

**OPENING GREETING:**

FORMAL LETTER	INFORMAL LETTER
Dear Addressee's Name	Mrs., Mr. Addressee's Surname

**BODY OF THE LETTER:**

First paragraph: Explanation of the reasons you wrote the letter

FORMAL LETTER	INFORMAL LETTER
In reply to your letter...	Following up... We understand from..

Central paragraphs: development of the topic/topics

Final paragraph: - summary of the main points

- explanation of what you want to know in the answer of the letter

FORMAL LETTER	INFORMAL LETTER
In reply to your letter... I'm very happy to receive your letter... I'm writing you to tell you about...	It depends on the purpose:  Specify number, amount, type of the value sent... Give notice of shipment of goods...

**FINAL GREETINGS:**

FORMAL LETTER	INFORMAL LETTER
Sender's Name With love, Sender's Name Your Sender's Name	Sender's Name Yours respectfully, Sender's Name Awaiting a speed reply, Sender's Name