

5. The complimentary close

You may use any of the following endings in informal letters.

Your loving daughter

Your granddaughter

Your nephew

Love from

With kind regards

With best wishes

Yours

6. The writer's name

Here use your first name, not the surname.

The name should be written in lower case letters.

e.g.

Agnes,

Abdul

Alex

Beatrice

David

Lynn

Hellen

NOT *Agnes Nakitto*, not *Nakitto Agnes*, not *Nakitto*

PUNCTUATION IN LETTER WRITING

There are basically two styles of punctuating a letter, namely:

A. CLOSED PUNCTUATION

Under closed punctuation, the writer puts a comma at the end of each line in the address, the salutation and the complimentary close.

Here the last line of the address is always punctuated with a full stop, not a comma.

Example

Namagoma Junior School,

PO Box 2033,

Mpigi.

B. OPEN PUNCTUATION

In open punctuation, no punctuation mark is put at the end of the line in the address, the salutation and the complimentary close.

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