Mở bài

Hi Daisy,

-How’s it going? How has your family been? Many thanks for your last letter. It was nice to hear from you again. I’m sorry I haven’t written to you for such a long time. I hope you and your family are well.

*-It’s been a long time since we last met. How are you and your parents?* I’m very happy (=delighted) because/as/since you’re going to Saigon. I’m writing this letter to (= **in order to**) give (=share with) you some useful information.

1.Apologies

I’m writing this letter to apologies for missing your …..but I was so busy with my new job

2. Invite

I’m having a party on Friday 19th. I hope you’ll be able to come.

Could you let me know if you would like to join us.

Thank you very much for invitation. I’d love to come.

3. require

I’m writing to ask for your help.

4. Making a suggestion

I’m sure you will enjoy.

Do visit/ don’t forget.

. Collusion

Anyway, I must go and get on my work. Give my love to your family. We must try and meet up. Look forward to seeing you again. See you soon.

Best wisher,

A picture containing text, font, screenshot, black and white

Description automatically generated

Dear Daisy,

How’s it going? How has your family been? Many thanks for your letter. I’m so happy to hear from you again. I am sorry I haven’t written to you for such a long time. I hope that you and your family are well.

I am writing this letter to say thanks for sending me a lot of photos We took in Vung Tau. I really like them. They remind me of the great time we spent together. We visited breathtaking places.

As you know. I had a bit of trouble at Vung Tau airport. The flight was delayed over 5 hours. Therefore, I felt very tired and uncomfortable. However, I still got home safely.

What do you think about a trip to Hoi An? With ancient architecture and ancient stone streets, Hoi An offers a romantic and peaceful space. I’m sure you will enjoy it. Plus, This town is famous for its handicraft shops, traditional ao dai and delicious local food.

Anyway, I must go and get on with my work. Give my love to your family. We must try and meet up. I’m looking forward to hearing from you soon.

Best wisher,

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Dear Natalie,

How’s it going? I hope you’re well and looking forward to your trip to Saigon next month. It’s great to see you again. I’ll be on holiday when you come. I have got plenty of time to spend with you. We will be able to go to many places.

How’s it going? How has your family been? Many thanks for your last letter. It was nice to hear from you again. I’m writing this letter to share with you useful information about your trip to my country next month.

You can come to my house from Tan Son Nhut airport by the bus number 53. It will drop you off at Ben Thanh market. Then, I will pick you up. Don’t worry, you won’t get lost.

The weather in HCMC is so hot. You should bring comfortable and convenient clothes and sunscreen. And don’t forget to take your hat and umbrella.

Do visit SBC restaurant. The food here is so delicious, the staff is so friendly, and the price is good. I’m sure you will enjoy it.

Anyway, I must go and get on with my work. Give my love to your family. We must try and meet up soon. I’m looking forward to hearing from you soon.

Best wisher,

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Dear Alex,

How's it going? I hope you and your family are well. Many thanks for your last letter. I am so happy to get your letter. I’m sorry I haven’t written to you for such a long time. I am writing this letter to share with you some useful information.

What do you think about a trip to Ho Chi Minh city? There are a lot of historic and culture building there such as Dinh Doc Lap, Ben Thanh market and many places like that. Plus, There is free of charge to visit there. I think your friends will like them.

Your friends can take the bus go around. It's very cheap and convenient. The weather in HCMC is so hot. Your friends should bring comfortable clothes and don't forget to take a hat or umbrella.

They should stay at ABC hotel. Don’t worry, there is no expensive, the food there is so good and staff is friendly.

Anyway, I must go and get on with my work. Give my love to your family. I'm looking forward to hearing from you soon.

Best wisher,