Letter 1.

Dear …,

I am very happy to get your letter/email. How are things? I wish everything is going to well with you and your family. I am so sorry for not writing to you for so long. I have been working hard for the coming project. I’m proud to hear that although you were busy preparing your final exams, you tried to help your parents with the housework since they were busy all day. Good luck to your exams! …

…..

Anyway, the reason I’m writing to inform you that…/ I am going to tell you about…

It is + N.

It is + adj (beautiful, famous, peaceful, quiet)

Here we can + V (swim in the sea)

I love (topic). It is very important to me.

……

My writing is quite long, and I have to go now. I’ll be pleasure to catch up again soon. Give my best wishes to everyone in your family.

Best regards,

Letter 2.

Dear Sir or Madam,

Introduction………………….

Topic.

I am writing this email/letter to ask you for some information about… (Hỏi thông tin)

I am writing this email/letter to inform you that…(Thông báo)

I am writing this email/letter to ask for your help in…(Yêu cầu hỗ trợ)

I am writing this email/letter to ask if I could…(Xin phép)

I am writing this email/letter to provide you with the information you requested.

I am writing this email/letter to apologize for V\_ing…(Xin lỗi)

…..

I would like to know…

Please you tell me…

Can you tell me…

…..

If you have any questions or information, please contact me at ……………….

I am looking forward to hearing from you. Please write to me soon.

Yours faithfully.