**Mở bài thư thân mật:**

Dear Tom,

How are things? How have the family been? Many thanks for your last letter. It was nice to hear from you again. I'm sorry I haven't written for such a long time. I hope you and your family are well.

**Thân bài:**

* **Giving new:**

I thought you might be interested to know that…

(*Tôi nghĩ bạn sẽ rất thích thú khi biết về…*)

* **Apologies:**

I’m writing to apologies for missing **your party** but I was busy with my new job.

* **Invitations:**

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

* **Requests:**

I’m writing to ask for your help.

* **Making suggestions and recommendations:**

I’m sure you will enjoy…

(*Tôi chắc chắn rằng bạn sẽ thưởng thức…*)

Do visit…

**Kết bài:**

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

Best wishes,