Informal letter:

Hi teacher and colleagues,

My name is Florencia. I found excellent comments in Internet about the conversation classes in the institute, so I ´ve decided to start a course here this year.

I studied English years ago at the secondary School, but my English is no fluency and accuracy. My experience with the language is when I travelled to USA and I spoke some short phrases. I also found it difficult to understand local people.

I really want to develop my speaking and listening so I´d love to join the class soon.

Hope to see you soon.

All the best.

Florencia.

Formal letter: