

FORMAL LETTER

Ulica xx
2000 Maribor

12th April 2014

Hotel Beluve
Roževa ulica 55
2000 Maribor

Dear Sir(s) or(and) Madam(s),

PURPOSE OF WRITING (I am writing to you in connection with/ I was interested in your advertisement in 'The Daily Times' and I would like to have further information about...)

DETAILS (xxxxxxxxxxx)

ENDING (and last line: I am looking forward to...)

Yours faithfully,

Eva K.

INFORMAL LETTER

Eva K.
Ulica xxx
2000 Maribor

12th April 2014

Dear Vicky,

Thank you for your last letter. How are you? It was a nice surprise to hear from you. I am sorry I have not written to you earlier, I was very busy.

DETAILS – AT LEAST 2 PARAGRAPHS (xxxxxxxxxxx)

ENDING (Anyway, I'd like to meet you when you have time. Hope you are enjoying your time. Do write back soon.)

Love,

Eva

FORMAL EMAIL

Subject: Booking a room

Dear Mr. Jones,

Im writing to you in connection with.... – PURPOSE OF WRITING

BODY:

I have been researching our choices for internet providers over the past week, and I wanted to update you on my progress. We have two options: H.C. Cable and Toll South. Both offer business plans, and I will go over the pricing of each plan at the meeting on Tuesday. Both of the options I listed have comparable speed and data usage offerings as well. I called your personal provider, GoGo Satellite, but they did not have any business offerings. They primarily do residential internet service.

I will talk with Joe and Susan in IT about these options and get their suggestions. I will also send out meeting requests to everyone, including Mr. Morris in operations. If you have any questions, please let me know.

Yours faithfully,

Eva K.,

Manager of hotel Deluxe

INFORMAL EMAIL

Hi Alice,

How are you? I hope you're well. Thanks for your last e-mail. This time I'm writing to tell you about my family.

My mother's name is Amparo and my father's name is Juan. My mother is 45 years old and my father is 55. My mother is a doctor and my father is a dancer. I love them both very much.

I have a horrible little brother and no sisters. His name is Fernando. He goes to the same school as me. He is 8 years old. He loves playing football, video games and annoying me! I like playing basketball and going out with my friends. I don't like school because my teacher is always angry.

We have one dog called Bobbi. He is always happy.

Well, that's all for now. I hope to hear from you soon.

Love,
María