

Advanced 3
Unit 3: Writing
Presented by Mohammad Rajabpur

Personal Letters

	The Writer's Address
	Date
Salutation	
 <h1>The Body of the Letter</h1> <h1>The Body of the Letter</h1> <h1>The Body of the Letter</h1> 	
	Valediction
	Name & Signature

Address:

We should include the return address (the writer's address) on the top right-hand corner of a personal letter and we had better break the address into several lines.

Example:

Mr. John Doe
456 Elm Street
New York, NY 10001
USA

We don't need to include the mailing address (the recipient's address) in a personal letter. But in business letters and formal letters, it is necessary to include the mailing address, too.

Date:

In American English, we first mention the name of the month, then the number of the day, and finally the year in a date. But in British English, the number of the day precedes the name of the month. For example,

American English:

September 8, 2024

9/8/2024

British English:

8 September 2024

8/9/2024

Salutation:

Writing the salutation in a personal letter depends on your relationship with the recipient and the tone you want to set. Here are some common options:

1. Close Relationships:

- **Friends and Family:** Use a warm and affectionate greeting like "Dear [First Name]," or "Hi [First Name],".
- **Endearing Terms:** If appropriate, you can use terms like "My Dearest [First Name]," or "Sweet [First Name],".

2. Formal or Less Intimate Relationships:

- **General:** "Dear [Title] [Last Name]," (e.g., "Dear Mr. Smith,").
- **Neutral:** "Hello [First Name]," or "Hi [First Name],".

3. Special Occasions:

- **Festive:** "Season's Greetings," or "Happy Holidays,".

Remember to capitalize the first letter of the salutation and follow it with a comma or a colon, depending on the formality.

Valediction:

Valedictions, or sign-offs, are the phrases used to end a personal letter. Here are some common and heartfelt options:

1. **Sincerely,** - A classic and versatile choice.
2. **Best regards,** - Friendly and respectful.
3. **Yours truly,** - Traditional and sincere.
4. **Warm regards,** - Adds a touch of warmth.
5. **With love,** - Perfect for close friends and family.
6. **Take care,** - Casual and caring.

7. **Best wishes**, - Positive and friendly.
8. **Fondly**, - Warm and affectionate.

Sample Personal Letter:

25, Golha Alley, Kaj Street,
Azadi Avenue, Tehran,
Tehran Province, Iran
Zip Code: 11157993558

February 16, 2022

Dear David,

How are you getting along? I hope that you have returned to Australia safely and you're ready to go back to your normal life. I'm writing this letter to inform you that the wallet which you had lost during your stay in Tehran has been found. The guy who found it telephoned me yesterday, met me this morning and gave it back to me. The money inside your wallet has not been touched and there is \$350 in it. There are also some identification cards in the wallet. Please let me know what I should do with your wallet.

Yours sincerely,

Omid Rahmati

Source:

[Advanced 3 \(anglophone.ir\)](http://anglophone.ir)