



LAYOUT: PERSONAL LETTER

Your address

Date

Dear

One paragraph = One idea.

As you are writing a personal letter the level of formality you use depends on whether the recipient is a work colleague you know well, your boss or a friend.

Your letter can have a personal tone and you can even use a conversational style if you are friends with the recipient (contractions, incomplete sentences, exclamations to show shock or to signify shock, etc)

Depending on the grade of intimacy with the recipient you can finish your letter in different ways:

(Best) Wishes, (Kind) Regards, (With) Love...