

Informal Email Letter Writing



Look at the email below. Write the numbers next to the labels.

signature

greeting

closing paragraph

main idea 2

farewell

main idea 3

main idea 1

introduction

New message

To hello@reallygreatsite.com

Subject Re: Hi Melanie!

Hi Lindsay! — 1

Great to hear from you after such a long time! So happy that you're coming to my city this summer. You're going to love it! — 2

Tell me about your plans. Where are you going to stay? My sister's bedroom is free because she's moved in with a friend, so you're welcome to stay with us. — 3

In your email, you said you were arriving next Monday by plane. I can ask my dad to pick you up from the airport. Just text me the flight number. — 4

There's so much I want to show you in the city. Is there anything special you would like to see? — 5

Can't wait to see you again. We're going to have so much fun together! — 6

Take care, — 7

Melanie. — 8

Send



Imagine you're Lindsay.

Write an email back to Melanie answering her questions.