

## Writing a letter to your pen pal

Your letter must always include:

- Greeting
- Introduction
- Information about you
- Comments about the last letter
- Closing
- Signature

Monday, January 11, 2010

Hi Mark,

My name is Maria. I'm 16. I live in Madrid. I'm a student.

Could you please tell me what you are doing now?

How is your family?

I hope to hear from you soon.

Write soon!  
Maria

196

Other things to include in the letter:

-Greeting

- 1. Hi/Hello
- 2. Dear Mark

-Introduction

- 1. My name is Maria. I'm 16. I live in Madrid. I'm a student.
- 2. How are you? How is your family?
- 3. How is your school? How is your work?
- 4. How is your life?