



The Postal service

The post	a post office	a post man
a mailman	a delivery	a post box
a mail box	a letter box	a love letter
a business letter	a registered letter	
a self-addressed envelope	a parcel	a sender
an addressee	a stamp	postage
a post code	zip code	address unknown
please forward	to stamp	to post
mail	forward	

Writing a Letter Presentation

To write a formal letter indicate your address and the date on the top right-hand side of the page.

Addressing one's correspondent.

Family relations – Dear or Dearest + name, Dear all, Hi, Hi everybody

Formal relations – Dear Sir, Dear Madam, Dear Mister + name, Dear Mrs + name

To start a letter

Family relations –

It's been ages since I've written.
I'm sorry I haven't written before
I got your letter two days ago
How good it was to hear from you
Thank you for your letter, which came yesterday

Formal relations -

I just received your letter
I'm writing to ask whether
Many thing for your letter on May 1st
In reply to your letter dated the 15th
Please find enclosed

Finish a letter

Family Relations -

Write soon
See you soon
Hope to hear from you soon
Take care
Say hi to Pat

Formal Relations –

We shall be please to send you further information
I look forward to hearing from you
I should be grateful for an early reply
My kindest regards to Pat



Etiquette

Family relations –

All the best
With love from
Lots of love from
Much loves as always
XXXX
XOXO

Formal Relations –

Yours faithfully
Yours Sincerely
Best Regards
Yours

And now a dialogue

Is postage and packing included?

Don't forget to add the post code/zip code.

Your letter is not sufficiently stamped.

Tell him to reply with return of post.

Has the post come yet?

There's no post/mail this morning.

It says return to sender on the envelope.