

## Text Type Analysis: Letter

- A letter is a message that a person writes on a piece of paper. The person puts the letter in an envelope and sends it by post. The person who writes the letter is the sender and the person who gets the letter is the recipient.

29<sup>th</sup> June, 20XX

**Date**

State when the sender writes the letter

Dear Tony,

**Greeting**

- Begin with 'Dear' or 'Hi' and the name of the recipient
- End with a comma

How are you? How is your exam?

**Opening paragraph**

Ask if the recipient is well

My uncle has a farm in Yuen Long. He grows many fruits and vegetables there. He also keeps some animals on it.

**Body**

Write the main message

I am going to stay at the farm for one week in July. Do you want to join me and have fun together? I know there are a lot of lychee trees and longan trees because they are popular. These two kinds of fruits taste best in this season! We can pick many lychees and longans and make yummy desserts. We can also milk the cows and feed the goats.

**Ending paragraph**

Ask the recipient to write back

I really hope you can go to the farm with me. Please write soon.

**Closing and the sender's name**

- Write 'Yours', 'Love', 'Best' or 'Best wishes' and end with a comma
- Put the name of the sender below the closing

Love,

Ben