

Простейший шаблон личного письма

1 Ostozhenka street
Moscow
Russia

04/06/12

Dear...,

I was so happy to get your letter! It was great to hear your news. Thanks a lot for offering your help. I'm sorry I haven't answered earlier but I was really busy with my school.

You asked me to tell you about... Well, ...

By the way, ...? ...? ...?

Unfortunately, it's time for me to go to bed.

All the best,

Alex