

# Writing a letter

Name:

Date:



## Match the letter types with their description

\_\_\_\_\_ : These are written from the heart and are usually sent to someone you have a close relationship with like a family member, friend, or significant other. They can be about anything personal, from sharing exciting news to simply saying 'I love you'.

\_\_\_\_\_ : These are written with a specific purpose and follow a certain structure. They are used in professional settings and can be used to make requests, file complaints, or communicate important information.

\_\_\_\_\_ : These are used in the corporate world to communicate with clients, partners, or employees. They are professional and often include specific details about business transactions or agreements.

\_\_\_\_\_ : These are written when applying for a job and are used to introduce yourself to a potential employer. They should highlight your skills and explain why you would be a great fit for the position.

\_\_\_\_\_ : These are written to show appreciation for something that you liked or to express the lack of quality/interest for something you disliked. It can be about a movie, book, restaurant, shop or travel experiences you've booked. Usually the texts should help others to decide before doing it or buying sth.

\_\_\_\_\_ : These are written to vouch for someone's character or abilities. They are often requested when applying for a job, scholarship, or other opportunity.

\_\_\_\_\_ : These are written if something went wrong and you'd like to ask for compensation. For example because you have received a broken parcel and the content can't be used properly.

\_\_\_\_\_ : These are written to express deep affection for someone special. They can be romantic, heartfelt, and sometimes even poetic.

Love letters, Letters of complaint, Letters of recommendation, Personal letters, Business letters, Letters of application, Review, Formal letters

### Sort the paragraphs

<input type="radio"/>	Sarah
<input type="radio"/>	Date: Sep 18, 2024
<input type="radio"/>	I'm so excited to meet you! Best wishes,
<input type="radio"/>	my name is Sarah and I will be your exchange student for the upcoming program between our two schools. I'm so excited to be hosting you and very curious, albeit a little nervous, about traveling to Norway for the return visit next year. I am sure you will love Chicago but make sure to pack some warm clothes. It can get quite windy and chilly. Some of the activities we will definitely do while you are here include kayaking, shopping (we absolutely must!) and visiting Niagara Falls. Please let me know if you have any food allergies or preferences so my parents can make sure you will have everything you need. You will have your own bedroom, right next to mine and. I hope you like dogs because we have a wonderful and kind mutt, named King.
<input type="radio"/>	Dear Elisabeth,
<input type="radio"/>	Chicago, IL

**Write a response letter to exchange student Sarah's introduction letter.**

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