**Адрес (полный**

Flat number

House, street

City

Country

Index

**Адрес (краткий)**

City

Country

City, Counrty

**Дата**

Date/month/year (цифрами)

Month/date/year (November 15th, 2018

**Обращение**

Dear (name) **,**

**Ссылка на предыдущие контакты**

Thank you for your recent letter.

I was very glad to get your letter.

Thank you for writing me.

**Основная часть**

**Ответы на вопросы друга**

You asked me about….

Well, I can say that….

As you are interested in….

I’d like to tell you that/about….

**Задать три вопроса другу**

(Now) tell me about your….

Tell me more about….

You mentioned….

You wrote you had….

**Упоминание о дальнейших контактах**

Well, I have to go. Write back, please.

Write back soon.

Hope to hear from your soon.

I look (am looking) to hearing from you.

Please, write to me soon.

**Завершающая фраза**

Best wishes,

All the best,

With love,

**Подпись**

Your name (точка не ставится)