

# Writing: Informal Letter (Personal Letter)

March 25th, 2021

Dear Ali,

I'm glad to tell you that I'm going to visit you next summer. As you know, this is my first visit to Morocco. I'm so excited but also panicky because Morocco is a new world for me.

I found a lot of information on the Internet about your country. However, I still have more questions:

Shall I stay in a hotel or will you put me up?

What are common ways of greeting people in your country?

What about table manners? What clothes should I wear?

I count on you to tell me about the things above. That's for now.

Keep in touch.

Mary

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**Date (March 25th, 2021)**

**Greeting (Hello Ali,)**

**Body (I'm glad to tell you...)**

**Closing (Keep in touch)**

**Signature (Mary)**

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**Dear Mary,**

**Good news you're coming to Morocco! Welcome to this multicultural and exotic country.**

**The panic you're feeling is normal. You don't need to worry much. I hope the following tips would help you.**

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**(Closing)  
(Signature)**



## My writing check list

- Write short and clear sentences
- Pay attention to spelling mistakes
- Pay attention to grammar mistakes
- Pay attention to punctuation

