An informal E-mail/ Letter

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When we write an informal E-mail or letter, we should:

- ***begin with a greeting*** (Dear friend,/ Dear Jack,/ Dear Ahmed,……)
- ***thank the recipient*** (Thank you for your last E-mail…./ Thank you for the gift that you sent to me…….)
- ***state your purpose*** (I am writing to talk about……/ I am writing to inform you that….)
- ***end with a closing*** (Much love/ Best regards/ Love you/ kisses/ Take care/ Yours forever..)

A sample to follow

Dear friend,

Hi! I am happy to write to you this E-mail/ letter. I hope you're doing great. Well,…./ Hello! It's nice to receive your last E-mail. I hope you are fine. Well, …../ Hi! Thank you very much for the birthday cards and gifts that you sent to me. They are really lovely. Well, ……/ Sorry, I didn't write to you earlier because I was very busy. I had some family issues. Well,…….. .

That's all for now. Take care/ keep in touch/ warm greetings/ write back soon/ yours forever/ best wishes/ best regards/ see you soon.

NB. In exams, we don't write names or sign the E-mails/ letters even the address.

Topic **Write an E-mail to your American friend talking about Ramadan in your city or village.**

Dear friend,

I am glad to write to you this E-mail. I hope you are fine. Thank you very much for the gift that you sent to me last time. I really like it. Well, you asked me last E-mail to give you more information about "Ramadan."

Ramadan is one month fasting for all Muslim people all over the Arab world. Adult Muslims don't eat, drink, smoke or even have sex from sunrise to sunset. Ramadan is one of the pillars of our religion Islam. A variety of traditional, religious and even spiritual rituals and activities take place during this special occasion. For example, after a long day of fasting, we enjoy the family gathering for "Elfteur"; it's a large meal by which we break our fasting. It's made of delicious food, and drinks.

After that, we go to the mosque to pray "Tarawih". Later on, we exchange visits and gifts; also, we help poor people, homeless and refugees. It's really a religious occasion that happens every year and we do all love it. In brief, Ramadan is not merely physical but also it's a commitment of the person's body and soul to the spirit of the fast. To better understand this, I'd like to invite you to come to my country, Morocco, and discover this by yourself.

That's all for now. Keep in touch,
Warm greetings.

PRACTICE **Your American friend, Luther, wants to know where you will continue your higher education studies. Write an E-mail telling him about your future plans and choices and why.**