

**Writing Lab: Thank-You Letters**

You send this kind of letters to thank someone for an invitation and to accept the invitation. When you write thank-you letters, follow the rules:

- include a heading with your address and today's date;
- include a salutation<sup>1</sup> with the person's name;
- end with a closing that includes your signature;
- prepare an envelope (write down address correctly, stamp the envelope).

**4** Work in groups. Make a list of the events you need to write a thank-you letter to your friends. Discuss the main parts of the letter.

**5** Read a thank-you letter and say what Karl thanks Tony for.

802 Apple Drive  
Denver, Colorado 72801  
March 18, 2007

Dear Tony,

Thank you for inviting me for your birthday party on March 30<sup>th</sup>. I'm especially excited about dressing in costume. I can hardly wait for the big event. Thanks again for including me!

Your friend,


Karl.

*close  
apple  
get a*

Karl Brown  
802 Apple Drive  
Denver, CO 72801



Tony Clark  
2026 N. Caraway Rd.  
Denver, CO 72401

**6**  Write a thank-you letter to one of your classmates. Use Ex. 2 as an example.

<sup>1</sup>Salutation – привітання.