

# INFORMAL LETTER



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26 Sandy Way  
PE2 WR5  
Canterbury

**HEADING**  
sender's address

58 Green Road  
LO3 MH9  
Kenilworth

**ADDRESSEE'S**  
address

April 15, 2006

**DATE**

Dear Kate and Phil,

**SALUTATION**

I hope you're fine .....  
I'm having a great time in Greece with my friends ....

**BODY**

Hope we will meet soon in London.

love fom

**CLOSING**

Mike

**SIGNATURE**