

Features of a Letter

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The diagram illustrates the components of a letter. On the left, a grey rectangular area contains a sample letter. On the right, six colored arrows point to specific parts of the letter, each with a label. The labels are: 'Your address' (purple arrow), 'Date' (orange arrow), 'Recipient's address' (blue arrow), 'Greeting' (red arrow), 'Main part of the letter' (yellow arrow), and 'Goodbye' (teal arrow). The numbered callouts (1-6) on the left correspond to these features.

1 Mr. T. Smith
89 Foxhole Lane,
Twinklstone,
WA12 4QP.

2 Sunday 26th April 2020

3 Mr. S. Pilkington
32 Warren Drive,
Warwickshire,
S13 4AP.

4 Dear Mr Pilkington,

I am writing to say thank you for the vegetables purchased from your shop three days ago.

5 They were fantastic and tasty. I really loved the tomatoes and green beans. I had them with my salad for lunch.

I hope that you are well and I look forward to coming into your shop again soon.

6 Yours sincerely
Mr. T. Smith

Your address

Date

Recipient's address

Greeting

Main part of the letter

Goodbye