



1. Study the following format of a personal letter and match the names of different parts.

- Letter body/ Content
- Closing/ Complimentary close
- Date
- Salutation/ Greeting
- Sender's address
- Signature

2. Read the following parts of the letter and write the correct number in front of each part to order it.

These days, I am participating in the online sessions as we got a sudden vacation due to Corona pandemic. It is a new experience for me as we are not much familiar with the online sessions. But I enjoy the online sessions a lot and I work hard to do my studies well.

No. 134/A,
Marapana Road,
Delwala.

With love,

Dear Ravi,

23.05.2021

Sineth

How are you keeping on? Hope you are fine at home. I couldn't write to you for a long time. I am sorry. I think that you are busy with your studies these days.

(.....)