

- ✔ **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

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

Topic

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

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.