

Écrire une lettre

1. Présentation

adresse complète → 22 Warwick St
Addlington
YORKS PA7 4JQ

→ Date
August 30th 2003

début → Dear Ann,

I cannot begin to describe how thankful I am for all your hospitality. I had the most wonderful time travelling all over Colorado with you. I will never forget your kindness and generosity towards me nor the wonderful time that I had.

It was the chance of a lifetime to see a different culture from my own. Visiting the States has really inspired me to find out more about American civilisation.

Again, thank you for everything and you are welcome to come and stay with us anytime you like. I miss you all very much and I hope that the food I'm sending you works out alright. If you need a recipe for Yorkshire pudding just e-mail me and I'll send you one. I'm really sorry for the late delivery of the package but I've been overwhelmingly busy. I hope that your trip to Greece was great and that we'll be able to talk soon.

fin → Thank you so much again,

Sally

30.08.03
 08.30.03
 (American English)

2. Lettre informelle : début de la lettre

Salutations
<ul style="list-style-type: none"> - Dear Mark, - My dear Mark, - Dear all, - My dearest Anne, - My darling Julie,
Commencer une lettre
<ul style="list-style-type: none"> - Thank you for your letter/for your letter which came yesterday... - It was good to hear from you. - Sorry for answering so late, but I... - I'm very sorry I haven't written for so long, and hope you will forgive me... - It's such a long time since we've been in touch, that I felt I must write a few lines just to say hello... - After all this time, I thought I would drop you a line.

3. Lettre informelle : fin de la lettre

Prendre congé
<ul style="list-style-type: none"> - I've got to go now. - That's all for now. - Audra sends her love to you all. - Give my love to Amanda. - Say hello to Erica for me.
Conclure
<ul style="list-style-type: none"> - I'm looking forward to seeing you soon/ to hearing from you. - With love from... - Yours, - Best wishes, - Kindest regards,
<p>PLUS FAMILIER</p> <p>Love to all, Love from us all, All the best,</p> <p>PLUS AFFECTUEUX</p> <p>Lots of love from... Much love, as always, All my love, Affectionately,</p>

4. Lettre formelle

Début	Fin				
<ul style="list-style-type: none"> - Dear Sirs, - Dear Sir or Madam, - Dear Sir/Dear Madam, - Dear Mrs Birt, 	<table> <tr> <th>TRÈS FORMEL</th><th>MOINS FORMEL</th></tr> <tr> <td> <ul style="list-style-type: none"> - Yours faithfully, - Yours truly, </td><td> <ul style="list-style-type: none"> - Sincerely yours, - Yours sincerely, </td></tr> </table>	TRÈS FORMEL	MOINS FORMEL	<ul style="list-style-type: none"> - Yours faithfully, - Yours truly, 	<ul style="list-style-type: none"> - Sincerely yours, - Yours sincerely,
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