

## Letter Format

There are 5 parts in a letter. They are:

1. Heading
2. Greeting
3. body
4. Closing
5. Signature

A letter must include these parts. Now, Look at the letter below that includes all the parts of a letter.

**# Suppose, you are Masud/Masuda. Your friend wants to know about your hometown. Now, write a letter to your friend about your hometown.**

22 April, 2020

Mirpur-1, Dhaka-1216

**Heading/Address**

Dear Suman,

**Greeting**

I got your letter yesterday. In your letter you wanted to know about my home town. Here is a short description of it.

The name of my home town is Kishoregonj. It is a district town. It is only 145 kilometers north-east of Dhaka. There are many important places in and around this town. They are: Solakia Eid ground; the largest Eid fairground of Bangladesh, Pagla Mosque, fort of Isah Khan etc. It is also famous for great personalities like Syed Nazrul Islam, the first acting president of Bangladesh. Sukumar Roy and the great master of painting, Zainul Abedin. I am inviting you to come over to my village and spend a few days with me.

**Body**

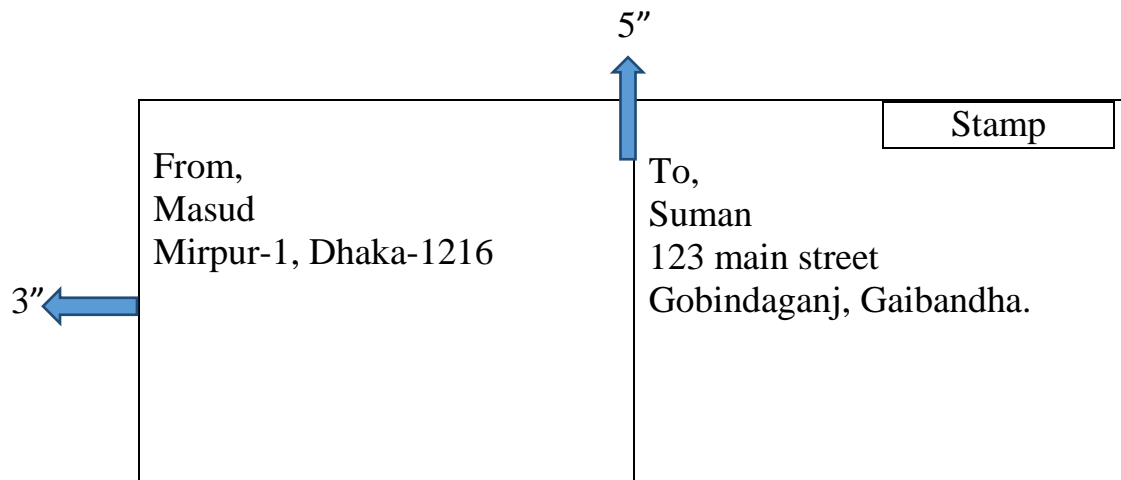
No more today. Give my regards to your parents.

**Closing**

Your loving friend,

Masud

**Signature**



**[Note: The size of the stamp should be 5"/3".]**

**[\*Note: When you will write letter to a person who lives in abroad, then you have to write "Air Mail" instead of "Stamp".]**

