



# Writing a Letter

## 写一封信

### Vocabulary Words | 生词

<p>Xìn</p> <p><b>信</b></p> <p>Letter</p>	<p>Bǐyǒu</p> <p><b>笔友</b></p> <p>Pen Pal</p>	<p>xiě</p> <p><b>写</b></p> <p>Write</p>	<p>Rìqī</p> <p><b>日期</b></p> <p>Date</p>	<p>Yóupiào</p> <p><b>邮票</b></p> <p>Stamp</p>
<p>Diànzǐ yóujiàn</p> <p><b>电子邮件</b></p> <p>Email</p>		<p>Xìnfēng</p> <p><b>信封</b></p> <p>Envelope</p>	<p>Fā</p> <p><b>发</b></p> <p>Send</p>	<p>Nián</p> <p><b>年</b></p> <p>Year</p>
<p>Yuè</p> <p><b>月</b></p> <p>Month</p>	<p>Rì</p> <p><b>日</b></p> <p>Day</p>	<p>Qīnàide</p> <p><b>亲爱的</b></p> <p>Dear</p>		<p>zhù</p> <p><b>祝</b></p> <p>Wish*</p>
<p>Tiāntiān kāixīn</p> <p><b>天天开心</b></p> <p>Be happy everyday**</p>		<p>Xīn xiǎng shì chéng</p> <p><b>心想事成</b></p> <p>May your dreams come true**</p>		
<p>Liú/Bǐ/Shàng</p> <p><b>留/笔/上</b></p> <p>Sincerely</p>				

\*In a letter: I wish upon you  
 \*\*a closing statement in a letter

# Format of a Chinese Letter

1. Write **亲爱的** and then the name of the pen pal person you are writing your letter to. End the line with a colon (the symbol made up of two periods, :).
2. Write your letter. Indent at the start of each paragraph and leave an empty line between two paragraphs.
3. Write **祝** and then a closing phrase such as **天天开心** or **心想事成**.
4. On the right side of your page, write your name followed by the phrase **留/笔/上**.
5. Write the date in the format **XXXX年 X月 X日**. Remember, when writing a date in Chinese, you always follow the order going from the largest units to the smallest unit: **年月日**. For example, July 1st, 2020 would be written as **2020年 7月 1日**.

**亲爱的** (Your Pen Pal's Name) :

XX  
XX  
XX  
XX

XX  
XX  
XX  
XX

**祝**

**天天开心** or **心想事成**  
(Your Name)**留/笔/上**  
(XXXX)**年 (X)月 (X)日**