1. INTRODUCTION

Background of Study

Letters act as media for the exchange of views and opinions, for transmission of sensitive sentiments and feelings and in short, for the union of heart. Hence, letter-writing has to be developed, bestowing on it one’s skill and thought. It needs clear thinking and correct expression to convey our thought to others, for the main aim of writing letter is to communicate to others what is in our minds. In this sense, letter writing is not an easy thing. Even a most gifted person at times may find to pen a satisfying and interesting letter a difficult proposition.

Even in the modern time of television, telephone, radio, email, and such other means of communications, there is no suitable substitute for an aesthetic letter. Letters help in recreating the joy once experienced whenever one wishes.

Most of the people consider that writing the letters in English is easy. But in practice, writing the letters in English is not as simple as opinions of the people these days.

In fact, writing the letters, of course, it has some writing phases and some other things like ethics which is needed to be paid attention too, in order to get the perfect letter, especially the personal letter. Personal letters are not the same as the social and business letters. Personal Letters are addressed to relatives, friends, family members, lovers and others. Although, it is informal but we also to learn how to express our personal feelings in a letter politely.
Before writing the letter, it is better to know the function and the aim of the letter. Then, it is continued with how to write the letter well so that the reader understands the contents or the aim of the letter. Those steps are very important for everyone, especially for someone who must express deep feelings to the people around him. For example, in writing a letter of friendship, a love letter and family correspondence. Therefore, everyone should learn and do some exercises to write the letters in English.

Learning and practicing to write the letters in English are important things, including the writing of personal letter. However, someone should learn writing the personal English letter, in order to know what the aim of learning to write the English letter by avoiding mistakes, so that the letter is correct.

This paper is written to inform the people about the theory of writing the English letters and also their examples, so that, they will not get difficulties and confusion when they are writing the letters.

**Scope of the study**

Based on the topic of the paper it has been focused on the aims, parts, kinds, usages, examples, and the language used in writing the personal English letters. Its purpose is to limit the explanation about personal English letters, so that it is not out of the topic.

**Objective of Study**

The purposes of this paper are:
• To know the ways or steps of writing personal English letters specifically.
• To help people especially students or English learners to write personal English letters by learning the kinds of letters.
• To inform the people all about personal English letters, so that they can improve their skill in writing letters in English.

Significance of Study

This paper is expected to be useful for the others. Some significances could be shown as follows:
• To improve students’ ability in writing personal English letters
• To help English Speaker, especially someone to express their deep feelings to the people around them.

Method of Study

In writing this paper, the writer did library research by reading some books such as Practical Letter-Writing, Everyday Complete Letter Writing, Correspondence, which have relations to the topic in order to help the writer finish her work.