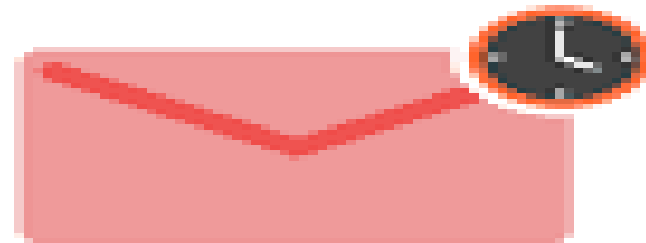
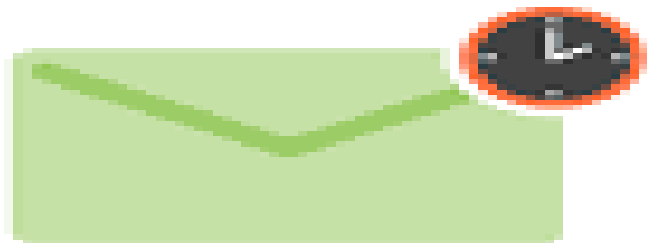
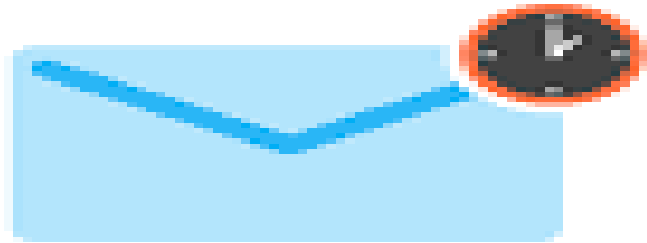


LEARN WRITING INFORMAL LETTERS

Basics of Letter Writing



Classification of letters

Letters are broadly classified as:



Formal

Informal

Types of Letters

Formal letters

- ✓ Recommendation letter
- ✓ Cover letter
- ✓ Complaint Letter
- ✓ Order/sales letter
- ✓ Reference letter
- ✓ Application letter

Informal Letters

- ✓ Letter to parents
- ✓ Letter to siblings
- ✓ Letter to friends
- ✓ Letter to classmates
- ✓ Letter to neighbours



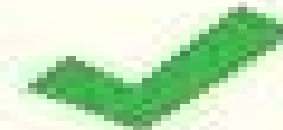
Informal Letter



August 19, 2012

Dear Jane,

It's been too long since our last visit, and I thought I'd write to you to see how everything is. So, how are you and the family doing?



Informal Letter

An informal letter is a letter that is written in a personal fashion. You can write them to relatives or friends, but also to anyone with whom you have a non-professional relationship, although this doesn't exclude business partners or workers with whom you're friendly.

- Address
- Date
- Opening
- Body
- Closing
- Signature
- Date

How Do You Write an Informal Letter?

A informal letter can be written in nearly any way you choose, but there are a few organizational guidelines you can follow if you are unsure of what to write or how to format your letter. The perfect informal letter consists of three sections:

1. Opening

2. Body text

3. Closing

There is one final part of an informal letter that doesnot need listed here: the signature, which consists of no more than a farewell remark and your name. Learn about each of the three main parts of an

Opening

The first step is addressing your reader.

Body

The contents of your letter should be written in a personal and friendly tone. However, it is important to adjust your use of language to the person you are writing to. A good way of assessing how you should write is to think about how you would interact with the person you are writing to in real life

Subjects to Include in the Body

- Ask about the person you are writing to
- State your reason for writing
- Expand on what you mentioned in the first paragraph
- Make some concluding remarks
- Invite the person to write back

Closing

The closing is where you summarize your letter and say goodbye to the reader. The examples below offer some ideas of what to write in the closing section of your informal letter.

Examples of Closing Sentences

- I am looking forward to seeing you.
- I cannot wait to see you soon.
- I cannot wait to hear from you.
- I am looking forward to hearing from you soon.
- I hope to hear from you soon.
- See you soon.
- Give my love to...
- I hope you are doing well.
- Give my regards to...

Signature

In terms of signing off, the choice is yours and you have a lot of freedom here. Below are some commonly used sign-offs that maintain a friendly, informal tone. After you have chosen one that fits the overall tone of your letter, simply sign your name.

Examples of Signatures

- Best wishes,
- Best,
- Kindly,
- Kind regards,
- Best regards,
- Lots of love,
- Love,
- Your Sincerely

Informal Letter

Dear Uncle, / Ali, (Write the relationship if the recipient is a family member, and the name in case of a friend.)

.....
.....
.....

..... Body of the Letter

.....
.....
.....

.....
Love, / Best regards, / Best wishes,
(Write your first name here.)



salutation

Dear jeny

Hi

How are you
I've been back in spain a week now but already
It seems longer tomorrow we star school againg groan!

I had a great time with you and youre family over the summer
Thanks

I've enclosed a copy of some of the photos a copy of some
of the fhotos the one of you and the donkey is very funny.
Well,i must go now. Hope your cold is better.

Love(or lots of love),
Regars (or yours),
Mary geyli

The message

If there is friendly
close relationship

If there is a cordial relation
ship,but not a close one

signature

