Informal Letter

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Informal Letter

- An informal letter is between people who know each other fairly well. They are often used to request information, congratulate people, give advice and ask questions.
- Informal letters are like a conversation , asking a lot of questions, show interest and enthusiasm, and imagine a lot of shared information.
- A casual letter is not as exact and structured as a formal letter is, and there are not many hard and fast rules here. Some people adhere to the format of a formal letter, while for some people, mentioning the name of the recipient and sender's signature is enough.
- The context is also an important factor to determine your writing style - if you are writing to your best bud, your language can be a lot more peppy, than say, if you are writing to your uncle.

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Format

- **Introduction** - This is the opening of the letter and should start with a 'How are you?' or 'How are things?'. This is also the right place to acknowledge the previous letter/gift or apologize if you have replied late.

- **Body** - This is where you write the message - write about what is happening in your school or home. Write in a relaxed, easy manner, like you speak. Write in several paragraphs, so it is easy for the reader to understand. Also, remember, as you are writing and not typing, the paragraphs have to be indented i.e., start writing after 5 spaces on the left hand side, when starting a new paragraph.

- **Closure** - This part indicates the letter is going to end and you may also ask the recipient to respond here.

- **Complimentary Close** - Sign off with a short expression followed by a comma like –

  Lots of love,
  Signature or name of the sender

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