



Writing an informal letter

Address of sender
and date

1 Green Lane
Euxton
Chorley
Lancashire
PR7 9NH

7th July, 2014

Hi Sam,

Friendly introduction to reason for letter

Two or three paragraphs discussing different areas of interest that may also be related to the main reason for writing. **Informal letters often use 'I' or me BUT NO SLANG.**

Conclusion – summarising/signing off and suggesting future correspondence/meeting up/action

Love/From/Take care/Best wishes/See you soon

Alex

Example opening and ending

Dear Tom

How are you doing? My sincere apologies for not writing sooner! As you know, Freya is getting married so I have been frantically helping her with all the wedding preparations.

Finally, it's been great to actually get time to write and I hope that we can get together at Sarah's party – I have even managed to persuade James to give me a lift there, now that he has passed his test. However, I must say goodbye for now as EastEnders is on and you know how I love the programme.

See you soon,

Joe