

### Informal Letters

**Purpose:** communication between two people who are usually familiar to each other  
topic on a personal level (introduction, personal report, invitation, etc.)

**Sample Letter**

St Shamrock Avenue  
Dublin, Ireland

24 October

Dear Jane,

This is Ruth Parker. Remember me! We used to be friends in primary school. We haven't seen each other for about 10 years- right? Anyway, how are you? I've got your address from Debbie Turner. I hope you don't mind. What are you doing now? Are you working? You always wanted to be a police officer!

At the moment I'm studying medicine at the university here. I think I've changed a lot over the years. I'm not fond of heavy metal anymore- I prefer classical music now. Do you remember Tony Gibbs? He's on the same course as me and goes what- we're going out together!

Well, I must finish now because I've got an exam tomorrow. Write back when you can and tell me all your news.

All the best,  
Ruth

P.S. John Austin says hi.

**Address**

- not always necessary
- has to be your address (address of the addressee is not needed)
- no name is needed

**Date**

- always necessary
- quite free format, e.g. 24 October 2011  
24<sup>th</sup> October  
Monday, 20 October

**Salutation**

- always necessary
- Dear ...
- Hi ...
- Hello ...

**Body**

- has to be divided into paragraphs
- format of paragraphs: first line of each paragraph is indented or an empty line between paragraphs without indentation
- the 1<sup>st</sup> paragraph should lead in the topic, starting examples:
  - Thanks for your letter, I've just received your letter and I'm writing at ...
  - I'm sorry I haven't written for a while but I've been very busy.
  - Sorry for not writing so long.
  - It was great to hear from you again.
  - Thank you very much for answering my last letter so quickly.

- use short forms like "I'm", "don't", etc.
- use brackets such as one also possible to give emphasis
- ask questions to motivate an answer
- the last paragraph should close the topic, examples:

- I'm looking forward to hearing from you.
- I hope to see you soon.
- I've no more news at the moment.
- I hope to hear a letter from you soon.
- Write me and let me know how you are getting on.
- I must end now but I'll write a longer letter next time.
- I can't think of anything else to write about at the moment.
- Bye for now. Take care and write me soon.
- Well, that's all for now.

**Closing**

- always necessary
- Examples:  
Love,  
Love,  
Yours,  
All the best,  
Take care,  
Best regards,

**Post Script**

- not necessary