

## Formal and informal letters

When it comes to writing in English, there are two main styles of writing. Following is a list of some of the main differences between formal and informal writing:

| Formal letters   | Informal letters   |
|--|--|
| - Addressing recipients (writing names and addresses, titles, titles, courtesy, respectful, usage, etc.) | - Using non-formal and less-impersonal form, only recipient, with, etc.) |
| - Avoiding informal words and full words like words, will not, should not, have, etc.)                   | - Using contractions (won't, won't, shouldn't, I've, etc.)               |
| - Avoiding abbreviated words like that, etc. (no like paragraphs, information, etc.)                     | - More use abbreviations (e.g. photo, TV, etc.)                          |
| - Longer and more complex sentences are preferred  | - More use short and simple sentences                                    |
| - Two address  | - One address  |
| - Use full names   | - Use first  |
| - Thank you for _____  | - Thanks for _____   |
| - Pleasure   | - Nice to  |
| - I look forward to hearing from you   | - Hope to hear from you  |
| - Yours faithfully/ Yours sincerely,   | - Best wishes,   |