

## 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



### Closing

- always necessary
  - Examples:  
Lots of love.  
Love,  
Yours,  
All the best,  
Take care,  
Best regards,
- not necessary

### Post Script

### 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, 24 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 once because....*
  - *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.
- exclamation marks are 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 have 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.*