

Writing an Informal Letter



Address

The background features a lit candle in a dark holder on the left, casting a warm glow. To the right, a scroll of parchment is unrolled, with a vibrant red rose resting on it. The entire scene is set against a deep red, slightly textured background.

Kazan
Russia
12/05/2013

Moscow, Russia
March, 24, 2011

A close-up photograph of a person's hands writing on a piece of paper with a black pen. The person is wearing a light-colored, vertically striped shirt. The background is softly blurred, showing a wooden desk and a stack of papers. The overall lighting is warm and golden.

Greetings for the informal letter

Dear Clara,
Dear Tania,
Dear Bill,

The introductory paragraph

should be started with a sentence that piques the interest of the reader. Make a few chatty comments or ask a few personal questions.

- How are you getting on?
- Thank you for your last letter. It was great to hear from you. Sorry for not replying to you sooner but I was really busy.
 - Thanks for writing back so quickly...
 - Thank you very much for your letter. Sorry, I haven't written to you so long. I was busy with my studies.
 - Sorry I haven't written for ages...

A close-up photograph of a hand holding a pen, writing on a piece of paper. The paper has some faint, illegible handwriting on it. The background is slightly blurred, showing more of the hand and the pen.

The body of the informal letter

The introduction should flow smoothly into the body, where you will talk about the main subject of your letter. "In your letter you ask(ed) me about...", "It's great that..." If you are going to be discussing more than one topic, you can say "To begin with, I need to tell you..." Keep the tone of your informal letter on the conversational level.

A stack of old, yellowed books tied with a brown cord, with a pair of glasses resting on top. The books have some faint text and illustrations on their covers. The background is a light-colored surface.

Linking words

Also,

However,

Actually,

In fact,

As a matter of fact,

Anyway,

As you know,

The complimentary close

Finish the letter with an excuse to stop writing. The appropriate phrases are:

- Sorry, I must finish as I have to do my project work. Write back soon
- All the best,
- Love,
- Best wishes,
- Yours,

The signature

Whether you sign only your first name, nickname or full name will depend on the relationship.

Love,
Helen

Best wishes,
Sergey

The informal letter sample

Kazan
Russia

12/05/2013

Dear Kate,

Thank you for your letter. Sorry, I haven't written for so long. I was busy with my studies.

In your letter you ask me about my family. I have a mother, a father and a sister. We try to spend much time together. My mother is a doctor, she is very beautiful and kind. My father is a manager. He is intelligent.

It's great that you are going to buy a pet! Was it your idea? Are you planning to have a dog? What about a name for your pet?

Sorry, I must finish. Write back soon.

Best wishes,
Sergey

Thank you for your attention!

Brukhanova Mariya

Mariangel84@list.ru

LiFesad