

WRITING A LETTER

INFORMAL LETTER

Structure of An Informal Letter

	Sender Address
	Date
Greeting,	
Here the author usually a) thanks his friend for the letter, b) apologizes for not writing	
Body (2-3 paragraphs), answering and asking the questions	
Here the author usually mentions the following contacts	
Closing,	
Signature	

23 Lenskaya St
Moscow
Russia

← Address

12/12/12

← Date

Dear Steve,

← Greeting

Thanks a lot for your letter. I'm sorry I haven't written for so long. I was busy with my school exams. How are you getting on with her husband? Is he a student? What kind of music does he enjoy?

← Reference to the previous contact

In your letter you asked me about the reading habits in my family. Well, my father often reads newspapers. And my mother is keen on reading romances.

← Body

As for me, I enjoy reading detective stories. I am particularly captivated by characters who conduct investigations.

Actually, I'd better go now as I've got loads of homework to do tonight. Write soon!

← Reference to the next contact
Closing

All the best,

Ivan

← Signature

Useful Phrases

- *To thank you friend for the letter you can use:*

Thanks (a lot) for your (last) letter.

Your last letter was a real surprise.

I was glad to get your letter.

It was great to hear from you!/ It was great to hear that.../ I was happy to hear...

*To apologize for not having written
you can use:*

Sorry I haven't written for so long but.../ Sorry I haven't been in touch for so long.

I'm sorry I haven't answered earlier but I was really busy with my school.

You also can mention some facts from the letter:

I'm glad you passed your History test!

Sounds like you had a great time in London!

Great news about your...!

Use informal linking words:

Well, by the way, anyway, so

Some phrases:

Guess what? Wish me luck!

In the last paragraph you should explain why you have to finish your letter.

Well, I'd better go now as I have to do my homework.

Anyway, I have to go now because my Mum asked me to help her with the washing up.

Also mention the next contact:

Write (back) soon!

Take care and keep in touch!

Drop me a letter when you can.

Hope to hear from you soon.

I can't wait to hear from you!

Closing (from less formal to more formal):

Love,
Lots of love,
All my love,
All the best,
Best wishes,
With best wishes,
Yours,

Write 100-120 words