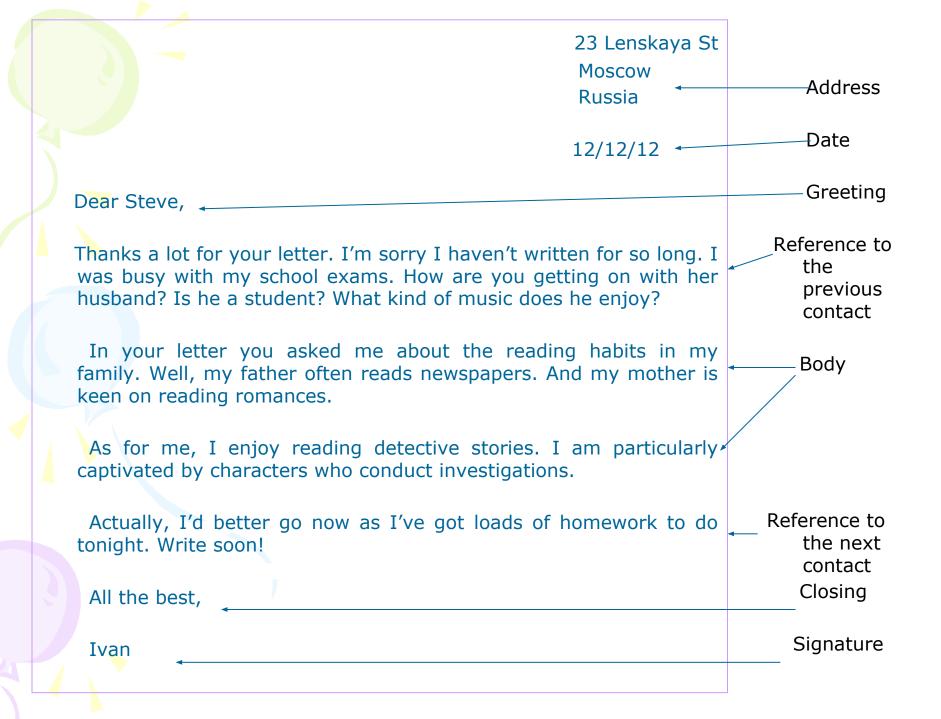
WRITING A LETTER

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	



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