

Letter Writing

(Informal Letter)

Sender's Address

The sender's address must be the first thing written in the Informal letter. It should be placed at the top right corner of the page since you would want the recipient to have your address for further communication or reply.

Remember to write your country of residence if you are sending the letter abroad.

The Sender's address contains the following information

Number and street name

City, state and postal code

Country

Example :

Hopetown Girls' School,

Rajawala road,

Selaqui,

Dehradun.

(Uttarakhand)

Date

The date is written below the sender's address on the right side. As it is an informal letter, you can choose to write the date in any format you like. You can choose to write it in either the American way or British format.

Example: 5th May 2020

Opening

The opening of the informal letter writing begins with a greeting or salutation. You can choose to greet them with abbreviated titles followed by their first name as you hold a personal relationship with the recipient.

You must use the correct title like Mrs (for a married woman), Ms (if an unmarried woman), and Mr for males.

The other way to greet the recipient depending on your closeness with them can be simply using their first name. Some of the common greetings are :

Dear (first name),

Hello (first name),

Hi (first name),

Be sure to use a comma after the name.

The greeting is followed by the beginning of the body of the letter. **The first line is usually a greeting line.** You can choose to write anything you want.

Some of the **examples** of the opening line are :

How are you?

How is life treating you?

How have you been?

How are the kids?

I hope you are doing well.

Body

The content of the body of the informal letter must be written in an intimate and pleasant tone. You must take care and consider the recipient's relationship with you and moderate or alter your tone and language accordingly. The best to assess your tone and writing is to think about how you interact with them in real life while talking to them in flesh and blood.

Generally, **the body of the informal letter includes,**

Your reason for writing the letter.

Explanation and details of the concerning topic.

Concluding remarks.

Invite the person to write back

Closing

The closing is the end of the informal letter where you conclude the letter with a summarised version and bid goodbye to the reader. Few examples of the closing are,

Examples of Closing Sentences

I am looking forward to seeing you.

I can't wait to hear from you.

I can't wait to see you soon.

See you soon.

I hope to hear from you soon.

Give my regards to...

Send my love to...

I hope you are doing well.

Signature

While signing off, maintain a friendly tone and a personal touch wish them the best of the greetings. Few examples are,

Best wishes,

Best,

Kindly,

Kind regards,

Best regards,

Lots of love,

Love

After you've picked one that suits the overall mood of your letter, sign your name.

Elements of a Letter at a Glance:

Informal Letters

1. Senders' address
2. Date
3. Salutation
4. Content required can be long and detailed
5. Concluding line
6. Complimentary closure
7. Signature line

Formal Letters

- 1. Senders' address**
- 2. Date**
- 3. Receivers' address**
- 4. Subject**
- 5. Salutation**
- 6. Content-Specific, to the point**
- 7. Concluding lines**
- 8. Complimentary closure**
- 9. Signature along with designation or title**

Purpose of Writing an Informal Letter:

The main purposes of writing an informal letter are

1. To express feelings and emotions.
2. To stay in contact with family and friends.
3. To send invitations, replies, thanksgiving etc.
4. To make personal complaints.
5. To communicate by expressing sympathy, feeling congratulating someone etc.

How to Begin an Informal Letter?

1. I received your letter yesterday and was delighted to know that.
2. I have just received your letter and noted the contents.
3. I got your letter and was delighted to know that you are coming.
4. Everyone here was delighted to receive your much-awaited letter yesterday.
5. Your delayed letter has been received by us just now and has removed our anxiety about well being.

How to End an Informal Letter?

You may use any of the following sentences as a closing line, if appropriate.

1. Please do write regularly.
2. Hope to get your reply soon.
3. Take care of your studies and do write every week without fail.
4. Rest is fine. Convey my regards to Mom.
5. I expect you to write regularly in future.

In informal letters cover following categories:

1. Personal Letters (family letters, letter to relatives, letters to elderly people, are covered in this category.)

2. Social Letters (letter to friends, invitations, congratulatory letters and letters conveying good wishes, letters of apology, letters offering condolence and expressing sympathies, thank you letters are covered in this category.)

3-B Model Town

New Delhi-110088

India

August 25, 20XX

Senders; Address

Date

Dear Mom

Salutation

You will be pleased to know that I am coming home for the weekend. I am very excited to meet you all after so long.

I feel elated to share that the project I had been working on has been selected by America's Library Council. It was a very challenging task for me but I am glad that my 4 hardwork has paid off.

Body of the letter

Leaving aside my chores, I have also started taking care of my diet as you suggested

How is everyone at home? I hope Ritu's dance classes are running well

Update me about everything soon and please do not forget to visit the doctor for your routine checkup.

Convey my regards to Papa and love to dear Ritu.

Concluding Remarks

Yours lovingly

Complimentary Closure

Neha

Signature Lines

Thank You
Be Healthy & Safe

Dr. Nidhi Bhatt
Asstt. Prof. English