INDIAN SCHOOL NIZWA

CLASS VIII – ENGLISH

WRITING: INFORMAL LETTER

What Is an Informal Letter?

Informal letters are personal letters that are written to let your friends or family know about what is going on in your life and to convey your regards. An informal letter is usually written to a family member, a close acquaintance, or a friend. The language used in an informal letter is casual and personal.

What Can You Write about in an Informal Letter?

You can literally write about anything you feel or think you want to convey. Informal letters can be written to inform your dear ones about your success in a competition, about a movie you watched recently, about the trip that you would be going on, and so on. It can also be to enquire about their well-being, to invite them to go along with you on a trip, to congratulate them on their new job, to convey your regards, etc. You can be as personal as you want when writing an informal letter.

What is the difference between a formal letter and an informal letter?

A formal letter is written in a professional manner where you directly state the intent of your letter and what you expect; whereas, an informal letter can be written to anyone whom you are close to about anything you want to share.

How to Write an Informal Letter?

Like any letter, there is a format to write an informal letter in English. Unlike a formal letter, an informal letter does not need to state something specific. It can be written in an easy, conversational style. They are in the nature of a friendly chat, so it can include a variety of topics. It can have all that you want to tell your dear one about. You can use colloquial expressions, unlike formal letters. There are a few easy guidelines that you can follow to be able to write impressive informal letters.

- **Address and Date:**
  15/11/2024 or 15th November, 2024 or November 15, 2024

- **Forms of Greeting/Salutation:** (Eg: Dearest Rosy, Dear Andy, My dear Sweety…) or by their relationship with you (Dear Uncle, Dearest Grandma, My dear Cousin…). If you are writing to an ordinary friend who is older than you are, or of superior rank, it is respectful to use prefixes such as *Mr, Mrs, Ms,* etc. For example, Dear Mrs. Lenola…
- **Introduction and Body of the Letter:** The words you use determine the nature of your letter. You can start your informal letter with an introduction to set the tone of the matter that is going to be discussed. You can begin by enquiring about the health and well-being of the recipient. For instance, *I hope this letter of mine finds you in the pink of health.* You can then explain the reason behind the letter and provide the details as elaborate as you wish to, unlike formal letters. The letter can be more like a friendly chat than an essay. You can write in a very casual and personal tone. If you are writing to an older person, do not use disrespectful terms or sentences.
- **Conclusion:** End the informal letter on a friendly note. Use words in such a way that the recipient feels like they have had a wonderful time chatting with you. See to that you make sure you let them know that you would be awaiting their response to your letter.
- **Forms of Subscription/Signature:** You can use the following in informal letters to relatives and near friends: *Yours affectionately, Yours lovingly, Your loving friend, With love, etc.,* followed by your name (mostly your first name).If you are writing to a close acquaintance whom you have addressed as *Dear Mr, Mrs,* etc., you can use *Yours sincerely, Kind regards,* etc.

Informal Letter Format Samples

Informal Letter Format 1

Letter to Your Cousin Enquiring about Her First Visit to Ethiopia

34, Park Avenue
Mumbai – 400023

24th September, 2024

Dearest Maria,

I was so glad to hear from my mother that you are back home after the trip. Hope you had a safe and enjoyable trip. I have been waiting to hear all about the trip from you.

Since this was the first time you have been to a foreign land, I guess every little bit of the trip was as exciting as you expected it to be. I have heard from my friends residing there that the place is extremely beautiful and that the people there are very endearing. However, I was worried when I knew that there were a few bomb blasts during your stay there. Hope all of you there were safe. I hope everything else was fine except for this.

I had spoken to your mother earlier, and she told me that you would be coming home after two weeks. I saw your pictures on Instagram as well. I can't wait to meet you and hear all your stories. Waiting eagerly for your reply.

Your loving cousin,

Sarah

Informal Letter Format 2

Letter to a Friend about Arranging a Get-together

BB Street,
Allahabad – 211005
12/02/2020

Dear Surya,

Hope you are keeping well, and everyone at home is keeping safe and healthy. It has been a long time since all of us have met, so I was thinking we could all meet up. I have planned to have a get-together next month. I would love to discuss more about it.

All of us could meet on Friday evening and stay over the weekend at a resort in Munnar. The climate in Munnar is great and it will be a good stress reliever. We could also go around the tourist spots if everyone is interested. If you are ready, we could talk to the others also. I will visit you next weekend to discuss more on this.

Awaiting your reply and hoping to meet you soon.

Love,

Sreya

Informal Letter Format 3

Reply Regretting Inability to Join

144, Stark Lane
Mumbai – 400054
15/02/2020

Dear Sreya,

It is extremely thoughtful of you to plan a get-together for all of us. I wish I could join you, but I am sorry to say that I have a project starting next month, and it would not be possible for me to be there. If there is any way of preponing the get-together to any time before the month-end, I can definitely make it to our gathering.

I hope we can reschedule the get-together and not miss the chance to meet up. Waiting to hear from you.

With love,

Surya

Informal letter Format

An informal letter should include:

- The Sender's address
- Date
- Opening Salutation
- Introduction (With greetings)
- Body of the letter
- Conclusion/Closing Statement
- Closing Salutation
- Signature