

## Format For Informal Letter

### **Recipient's Name**

### **Recipient's Address**

Dear Recipient's Name,

### **Introduction**

Start the letter with a "Hey" or a "Hi" and maintain a genuine tone.

### **Body**

For the body of the letter, share your thoughts, information, etc. Whatever is your purpose for writing the letter, cover it properly. Include instances, experiences, etc and make it interesting. Use a conversational tone.

### **Closing**

End the letter on a friendly note. Add text like "Take Care", "Talk to you soon", "See you soon", etc.

### **Signature**

Conclude the note with a polite salutation. You may even use nicknames.

