

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.

