

AN INFORMAL LETTER

WHAT'S AN INFORMAL LETTER?

- An informal letter or a personal letter is a letter to a close friend.

TIPS

- *1. Write your address on the right hand side of the page.*
- *2. Leave one space and write the date underneath your address.*
- *3. Leave one space and write the introduction, e.g. Dear,*
- *4. Write an introduction, main body and conclusion.*
- *5. To end the letter either write:
With love from / Love from / Love to all (If you wish to send love to somebody's friends/family) /
All my love*

USEFUL PHRASES

- *Thank you for your letter*
- *It was nice to hear from you*
- *I'm sorry I haven't written for so long*
- *Hoping to hear from you before too long*
- *I'm afraid to say that I won't be able to...*
- *Do you think you could...?*
- *I regret to inform you that we are unable to...*
- *I am writing to ask whether it is possible...*

Opening Expressions: How to start an email / letter

How are you?

How have you been?

How's everything going?

I hope you are doing fine.

Hope you are well.

What's new?

Reason one is writing:

I am writing because ...

The reason I am writing is because ...

I wanted to ...

I would like to ...

Opening Expressions when we answer an email / letter

Thanks for you email / letter

It was great to hear from you

It was so nice to hear from you.

Sorry for not writing earlier

I hope you and your family are well

Responding to news

Sorry to hear about...

Glad to hear that you're all well

Good luck with ...

Hope you feel better soon

Closing expressions

Anyway, / Well that's all for now

Hope to hear from you soon / Looking forward to
hearing from you soon

Send my regards (love) to...

Take care / Best wishes / Regards / (Lots of) love
from...

Sincerely,

Stay in touch / Keep in touch

Bye for now

See you

PS Please send me the photos of our last trip

AN EXAMPLE

32 Bradgate

Cuffley

Hertfordshire

EN6 4 RL

2nd February 2002

Dear Maria,

How are you? I'm fine. I am sorry I haven't written for a while, I have been very busy.

So, what did you do last weekend? I went to Madrid. I had a brilliant time. I visited the Royal Palace, El Prado museum and many other things. The food in Spain is lovely. I ate in a number of different restaurants. I tried Paella (a typical Spanish dish made from rice, red peppers, peas and seafood or meat) and their famous "tortilla española" – a kind of omelette made from eggs and potatoes. I came back to England on Sunday and on Monday I went back to work!

I thought I would tell you that next week I'll be going to Scotland and so if you are around, do you fancy meeting up? Please let me know as soon as possible.

Take care.

With love,

Katie