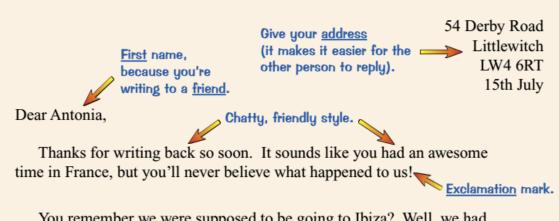
Writing Informal Letters

If you're writing to a <u>friend</u> or someone else you <u>know very well</u>, then you can write an <u>informal letter</u>. Informal letters are much more <u>friendly</u>, and you <u>don't</u> have to bother with all the fancy formal language like on the last page. Take a look at this letter...



You remember we were supposed to be going to Ibiza? Well, we had everything ready the night before and we got up really early to go to the airport. All of us were dead tired, especially Mum and Dad, because I was the one who realised we'd left Mandy at home!

Shortened forms of words.

Unbelievable, isn't it! We had to turn around and go right back. Fortunately Mandy had plenty of water, so she was fine. We had been supposed to take her to the "Dog's Life" Kennels first thing, but we were all so tired that we forgot!

Don't forget the <u>spaces</u> to make it easier to read.

It meant we missed our flight, but at least Mandy was OK. Can you imagine what a mess she would have made in the house if we had left her for a week?

Everything turned out fine though. We got a later flight and had an excellent time. It was even better knowing that Mandy was safely at the kennels.

Must go, but I'll write again soon. Till then,

Paragraphs for each point or different part of the story (it makes the letter easier to read).

Take it easy, Informal ending.

Steve — Just sign your <u>first</u> name.