

# Writing Informal Letters

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

54 Derby Road  
Littlewitch  
LW4 6RT  
15th July

Give your address  
(it makes it easier for the other person to reply).

First name,  
because you're writing to a friend.

Dear Antonia,

Chatty, friendly style.

Thanks for writing back so soon. It sounds like you had an awesome time in France, but you'll never believe what happened to us!

Exclamation mark.

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 spaces 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.

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

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

Take it easy, Informal ending.

**Steve** Just sign your first name.