

ENGLISH

Long Composition: Informal letter



INFORMAL LETTER

Introduction:

Informal letters are personal letters that are written to let your friends or family know about what is going on in your life and to convey your regards. An informal letter is usually written to a family member, a close acquaintance or a friend. The language used in an informal letter is casual and personal.

Nowadays, it's quite rare to receive or write a letter to your friend. This is due to the use of instant messaging, emails and other technologies that make communication more immediate.

But, the excitement of receiving a letter remains. And, the act of writing a letter has its benefits too.

Setting time aside to write a letter to your friend, shows them you have been thinking of them and makes them feel special. Taking the time to write is also a great chance for you to express yourself and order your thoughts.

Types and Reasons to Write Informal Letters:

You can literally write about anything you feel or think you want to convey. Informal letters can be written to inform your dear one about your success in a competition, about a movie you watched recently, about the trip that you would be going on, etc. It can also be to enquire about their well-being, to invite them to go along with you on a trip, to congratulate them on their new job, to convey your regards, etc. You can be as personal as you want when writing an informal letter.

Informal letters are written for a whole range of reasons you might write a letter to your friend to:

- Share news
- Say thank you
- Wish them a happy birthday
- Invite them to an event
- Congratulate them on something
- Apologise
- Tell them about a holiday

Features of an Informal Letters:

Informal letters have different features in comparison to formal letters. They aren't as rigid in the way they are structured or written. And this means when you write a letter to your friend you can have some fun by breaking the usual letter writing rules.

The way you structure your letter will depend on the type you are writing. But there are a few common features that are noticed when writing informally. These are:

- A friendly opening and close
- A date
- Informal and chatty language
- Written in first person
- Paragraphs
- Addresses of the sender and recipient (depending on the type of letter)

Format and Key Points to Write an Informal Letter

Like any letter, there is a format to write an informal letter in English. Unlike a formal letter, an informal letter does not need to state something specific. It can be written in an easy, conversational style. They are in the nature of a friendly chat, so it can include a variety of topics. It can have all that you want to tell your dear one about. You can use colloquial expressions, unlike formal letters. There are a few easy guidelines that you can follow to be able to write impressive informal letters.

Address and Date: If you are thinking about how to start writing an informal letter, here is what you should know. To get your informal letter format right, you have to begin it with the sender's address. The address is written on the left-hand side of the paper. It is necessary that you write the complete address so that the receiver can write back to you. So, see to that you give the correct address along with the pin code. In case you are writing to someone in a different country, make sure you include your country in the address. For example,

29, NBC Garden

Coimbatore – 641053

This is followed by the date. Writing the date is important as it would help the receiver know when exactly you had written the letter. You can write the date in either of the following formats:

For example,

15/11/2021 or 15th November 2021 or November 15, 2021

Forms of Greeting/Salutation: In informal letters to friends and family, you can address them by their names prefixed by qualifying terms such as Dear, My dear, Dearest, etc. You can also address them by their pet names (Eg: Dearest Rosy, Dear Andy, My dear Sweetie...) or by their relationship with you (Dear Uncle, Dearest Grandma, My dear Cousin...). If you are writing to an ordinary friend who is older than you are, or of superior rank, it is respectful to use prefixes such as Mr, Mrs, Ms, etc. For example, Dear Mr Reddy.

Introduction and Body of the Letter: The words you use determine the nature of your letter. You can start your informal letter with an introduction to set the tone of the matter that is going to be discussed. You can begin by enquiring about the health and well-being of the recipient. For instance, I hope this letter of mine finds you in the pinkest of health. You can then explain the reason behind the letter and provide the details as elaborate as you wish to, unlike formal letters. The letter can be more like a friendly chat than an essay. You can write in a very casual and personal tone. If you are writing to an older person, do not use disrespectful terms or sentences.

Conclusion: End the informal letter on a friendly note. Use words in such a way that the recipient feels like they have had a wonderful time chatting with you. See to that you make sure you let them know that you would be awaiting their response to your letter.

Forms of Subscription/Signature: You can use the following in informal letters to relatives and near friends. Yours affectionately, Yours lovingly, Your loving friend, With love, etc., followed by your name (mostly your first name).

If you are writing to a close acquaintance whom you have addressed as Dear Mr, Mrs, etc., you can use Yours sincerely, Kind regards, etc.

Sample

Sample 1 - Letter to a friend about arranging a get-together

BB Street,
Allahabad – 211005
12/02/2020

Dear Surya,

Hope you are keeping well, and everyone at home is keeping safe and healthy. It has been a long time since all of us have met, so I was thinking we could all meet up. I have planned to have a get-together next month. I would love to discuss more about it.

All of us could meet on Friday evening and stay over the weekend at a resort in Munnar. The climate in Munnar is great and it will be a good stress reliever. We could also go around the tourist spots if everyone is interested. If you are ready, we could talk to the others also. I will visit you next weekend to discuss more on this.

Awaiting your reply and hoping to meet you soon.

Love,

Sreya

Sample 2 - Reply, regretting inability to join.

144, Stark Lane
Mumbai – 400054
15/02/2020

Dear Sreya,

It is extremely thoughtful of you to plan a get-together for all of us. I wish I could join you, but I am sorry to say that I have a project starting next month and it would not be possible for me to be there. If there is any way of preponing the get-together to any time before the month-end, I can definitely make it happen.

I hope we can reschedule the get-together and not miss the chance to meet up. Waiting to hear from you.

With love,

Surya