

INFORMAL LETTER:

An informal letter is a personal letter/friendly letter. They are written to friends, relatives and pen-friends.

The different occasions when we write an informal letter are: for expressing joys and sorrows, sharing some personal information, giving suggestions or advice, sending invitation or accepting them.

FORMAT/LAYOUT OF AN INFORMAL LETTER:

1. Sender's Address: The sender's address is written at the top left-hand corner of the page. You do not write your name above the address. The punctuation mark comes at the end of the address. For example:

36,Siddharth Enclave,
Ashram,
New Delhi-110014.

2. The Date: Date of the letter is written below the address. It can be written as:

- 20th May,2020 (There is a comma after the month)
- It is important to write the date in full and **NOT** as 20/10/20 or 20.08.2020

3. Greeting or Salutation: It comes after the date and is written on the left- hand side of the page. The form of greeting depends upon the relation in which you stand to person to whom you are writing the letter. Example: Dear Mother, Dear Aunt, Dear Rohan, Dear Shikha.

4. The Opening Sentence:

- The opening sentence should have a reference to the topic given. For example: "I have had the most exciting holiday in Darjeeling, and I can't wait to describe."
- Try to avoid beginning your letter with, "How are you?" "I'm well" etc. They have become redundant sentences.

Other opening sentences can be:

- I was delighted to hear about you
- I was horrified to hear about your accident.
- I want to thank you.
- Heartiest congratulations for doing so well in your board exam.

5. The Body of the Letter:

- The body of the letter is the most essential part of the letter. The subject matter comes under this heading. The question has to be read at least twice before starting to write down on the subject. If the thinking process goes wrong the effect of writing the entire letter proves to be a mistaken effort. One has to maintain certain sense of decorum and ethics even while writing to a person of near acquaintance, friend or relative. One can write anything that is personal and of relevance of relevance to them. Use simple language, write neatly, putting in proper punctuation marks. Realistic approach and sincerity are the needs of time.

Examples:

- 7. Subscription or Leave taking:** Yours lovingly, Yours sincerely. The Subscription is also written on the left hand side of the page.

Yours must always begin with a capital “Y”

8. You must never sign off with your full name, use only your first name to sign off personal letters.

Sender's Address	<div>_____</div> <div>_____</div> <div>_____</div>
Date	<div>Leave a line</div> <div>12th October, 2020</div>
	<div>Leave a line</div> <div>Dear _____,</div> <div>_____</div> <div>_____</div> <div>_____.</div> <div>_____</div> <div>_____</div> <div>_____</div> <div>_____.</div> <div>_____</div> <div>_____</div> <div>_____.</div>
Subscription	<div>Leave a line</div> <div>_____</div>
Signature	<div>Leave a line</div> <div>_____</div>
	<div>Body</div>

In the ICSE examination, letter writing is marked out of **10**.

REMEMBER:

- Give an interesting introduction and conclusion to your letter.
- Your contents should be logical and it should follow a chronological order.
- Be very specific about what you want to say, use simple language.
- Your letter should have clarity, brevity, courteous and correct language.
- Your personal letters (informal letters) should be friendly, sincere and convey warmth.
- Be mindful of the tone (for example when you are writing to an elderly person, your tone should be different, if you are writing a letter to encourage someone or give advice to someone or offer your sympathy, the tone should be different, if you are apologizing, the tone should be different.) Therefore according to the question and the situation, the tone has to differ.
- Do not write lengthy letters.