

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: The date is written below the address leaving one line. 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
- One shouldn't use the abbreviated form of February, October , November as Feb,Oct,Nov etc.

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 the person to whom you are writing the letter.

Examples:

(a) **Family members/Close relatives:** Dear Mom, My dear Dad, Dear James, Dear Aunt Jenny

(b) **Close Friends:** Dear Sasha, Dear Andrew etc

(c) **Acquaintances:** Dear Mr Roy, Dear Miss Kaul

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.....
- We were all shocked to hear.....

- How can I ever thank you for.....
- It's a pleasure to be able to congratulate you on.....
- I have been thinking in terms of writing to you for a fairly long interval.....

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 must be read 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 to them.
- Use simple language, write neatly, putting in proper punctuation marks. Realistic approach and sincerity are the needs of time.

6. The Concluding Sentence may be in the form of conveying love and respect to the family members. Examples:

- Give my regards to your parents.
- I am looking forward to your visit.
- Do reply as soon as you can.
- Awaiting your reply eagerly.

7. Subscription or Leave taking: It also depends on the relationship. Leave taking may be as follows:

Near relations and close friends- Yours lovingly, Yours affectionately

Acquaintances: Yours sincerely,

The Subscription is also written on the left hand side of the page.

* Please remember that the pronoun **Yours** does not have an apostrophe (**Your's**)

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.

