

## INFORMAL LETTER/EMAIL

### Structure analysis:

*Greeting*

**Paragraph 1** State the reason you are writing.

**Paragraph 2** Develop your subject by giving personal information, news, details or asking questions.

**Paragraph 3** Conclusion and friendly/polite remarks and wishes

Sign off with phrases like: Love and kisses, Best wishes, All my love, Your name.

### Useful language:

*Greeting*

Dear (first name) or Dear Mr/Ms/Mrs. (*Surname*)

*Introductions*

Hello. How are you?, I'm writing to..., I'm sorry I haven't written..., Hope you are well, Thanks for your letter, It was interesting to hear that..., I've been meaning to write for ages but...

*Use contracted forms and informal language*

I'll, I won't..., I'd like..., I'm..., I haven't...

*Linking words*

I suppose the most important thing is that...

How is the...?

You have to stay positive, don't you?

So, what about you these days?

Have you heard from the Smiths lately?

first of all, for example, also, anyway, what's more, when, as soon as, one more thing is, finally.

*Closing your letter*

Take care of yourself and write back soon, I hope to hear from you soon, Please let me know/send me... (*as soon as possible*), Don't forget to give my love to..., I'm looking forward to your next letter.