INFORMAL LETTERS

Informal letters are letters written to persons you know too well, especially about personal matters. In other words, they are the type of letters you write to your friends, classmates, colleagues, close relations (your father, mother, brother, sister, uncle, cousin, etc.).

Since an informal letter is a friendly letter, you ought to use every day conversational language.

Features of an Informal Letter

An informal letter has the following features:

1. **The address of the writer:** This is your address; it makes it easier for the other person to reply, so always give your address. This should be written at the top right-hand side of your paper.
2. **The date:** This is the date of the letter was written. It should be written neatly immediately below the address.
3. **Salutation:** This is the brief greeting of your letter. It is usually written on the left-hand side just below the date. The form you adopt depends on whom you are writing to. If you are writing to a friend, for example, you should write: Dear (then the name of your friend).

When writing to your parents, you should write: Dear Father/Mother, Dear Dad/Mum, or My dear Dad/Mum.

4. **Body of the Letter:** Reflect the close relationship in your introductory paragraph. This because you are writing to somebody you know very well. There should be an exchange of greetings. Remember to make this interesting so as to arouse the interest of the reader. In the second paragraph, you should state the main purpose of writing. Then in subsequent paragraphs you discuss the main purpose properly. Remember to write in paragraphs. One paragraph is needed for each point or different parts of the topic you want to write about.
5. **Closing:** For an informal letter, the most acceptable way to close is '*Yours sincerely*'.
6. **Signature:** You only need to write your first name. Do not write your full name.
7. **Language:** The language of informal letters is relaxed. You should use your everyday chatting or conversation language, but you must use proper sentences. Contracted forms are used. Examples are can't for cannot, won't for will not. Slangs may be used but not too much. You can also use exclamation marks (!). Figurative language, such as similes and metaphors can be used.

Format for an Informal Letter

1. Writer's address

2. Date

3. Salutation

4. Body of the Letter

5. Closing

6. Signature (Name)