

### AN INFORMAL LETTER

**Your Name:**  
\_\_\_\_\_

**Your Age:**  
\_\_\_\_\_

**Your Nationality:**  
\_\_\_\_\_

**Your Favorite Color and Place:**  
\_\_\_\_\_

**Your Dream:**  
\_\_\_\_\_  
\_\_\_\_\_

**Your Best Friends:**  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Information About Your School:**  
\_\_\_\_\_  
\_\_\_\_\_

**Greeting and Introduction:**  
\_\_\_\_\_  
\_\_\_\_\_

**Body of Text:**  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Request for a Reply:**  
\_\_\_\_\_  
\_\_\_\_\_

**Sign Off:**  
\_\_\_\_\_  
\_\_\_\_\_