Sample of Informal Emails

**Example e-mails**

1)   
Hi Scott,  
Thanks for the e-mail.　 It is always nice to hear from people, especially   
from you, Scott.

I have not got any reply, a positive or negative one, from Seibido yet.   
Let's wait and hope that it will make a BOOK.

Have you finished your paperwork for Kaken and writing academic articles?  
If you have some free time in the near future, I want to meet you and   
explain to you our next project.

Why not drink out in Hiroshima if we are accepted?  
We need to celebrate ourselves, don't we?　   
Let's have a small end-of-the-year party!

Sincerely,　　 K. Nakagawa

2)  
Dear Dennis,

Hope you are well.

I'm writing to you, yet again, in your capacity as "Answer Man."

One of our David English House teachers has just e-mailed me to see if I  
have any more information on "university listening tests" which are to be  
administered soon.

I have no information about any such tests.　 Do you?　 If so, could you  
please let me know.

Thank you kindly.

Best regards,  
Donna

3)  
Hi there, Doreen

Long time no see. Hope all's well in your world!

I haven't been to JALT all year, shame on me, but I needed the break.   
I still see the guys and I'm going to the national, so don't write me off   
yet!

I was trying to remember who you've published with in the past, and I  
wondered if you had any contacts at Nan'Un-Do. I want to send a   
proposal to them but have no names, and the personal touch is always   
best!

I might go to see Jane Willis, family commitments permitting, any plans in  
that direction? Going to Shizuoka I presume?

Bye for now   
All the best   
S

4)  
Dear Ray,

How are you?

I think I haven't told you yet.　 After workin for　 Kobe Kaisei Girls' Junior　   
High School, I got a job here at Kure National College of Technology.

Anyway, coming home to Hiroshima, I resumed my research. I know what I   
have to do first: To publish the dissertation of mine ... When I was in Kobe,   
it was too difficult.

These days I finally finished writing a summary in English,　 which is　   
required for publication.　 Prof. YAMADA gave me　 some comments.　 But I   
wonder if it is free of any unnaturalness.　 Could you have a look at the   
attached file (it is the summary in question) and give me comments?　   
I'm not in such a hurry.

Best wishes

5)   
Hi Everyone!  
Thought I'd send out a picture of my little monsters.　 They had a great　   
Halloween yesterday.　 Doreen and Dennis came over to hand out candy so   
Ray and I were both able to go out with the kids.　 They made quite the   
haul, the dentist is going to love us!

Doreen and Dennis left this morning for Wisconsin.　 They hope to get to   
Idaho today.　 Judy, you should be seeing them sometime next week.　 I   
hope they have good weather.　 They'll be back here in time for　   
Thanksgiving.

I hope you all have a great weekend!

Love, Sue.