

Formal vs Informal Emails – Complete Guide

This document explains the main differences between formal and informal emails, provides useful phrases, and includes a comparative table with examples.

When to Use

- Formal emails: Used when writing to managers, clients, teachers, or people you do not know well. They are appropriate for business, academic, or official communication.
- Informal emails: Used with colleagues, classmates, friends, or people you already know well. They are more relaxed and conversational.

Structure

Formal Email:

- Greeting (Dear Mr./Ms. + Last name, Dear Sir/Madam)
- Introduction (I am writing to...)
- Main body (clear, polite, organized into paragraphs)
- Closing (Yours sincerely / Kind regards)

Informal Email:

- Greeting (Hi + First name / Hello / Hey)
- Introduction (Just writing to let you know...)
- Main body (friendly tone, shorter sentences)
- Closing (Best / Cheers / See you soon)

Comparative Table

Category	Formal Email	Informal Email
Greetings	Dear Sir/Madam, Dear Mr. Smith, Dear Ms. Johnson, To whom it may concern,	Hi Tom, Hello Sarah, Hey John, Hi everyone,
Closings	Yours sincerely, Yours faithfully, Kind regards, Best regards,	Best, Cheers, Take care, See you soon, Talk later,
Opening phrases	I am writing to inform you that... I would like to request further information about... I am contacting you regarding...	Just a quick note to say... I wanted to let you know that... I'm writing to ask about...

Requests	Could you please confirm...? I would be grateful if you could... Please find attached...	Can you send me...? Could you check this for me? Thanks a lot for your help!
Closing phrases	Thank you for your attention. I look forward to your reply. Should you have any questions, please do not hesitate to contact me.	Looking forward to seeing you. Talk to you soon. Hope everything is going well. See you!

Examples

Formal Email Example:

Subject: Request for Information

Dear Ms. Johnson,

I am writing to request further details about the training program offered next month. Could you please send me the schedule and registration requirements? I would also appreciate it if you could confirm whether the program will be available online.

Thank you for your assistance. I look forward to your reply.

Yours sincerely,

Mark Lewis

Informal Email Example:

Subject: Training Program

Hi Sarah,

I heard there's a training program next month. Do you know the schedule and how to sign up? Also, do you know if it will be online or only in person? It would be great if you could send me the details when you have a chance.

Thanks a lot!

Best,

Mark