

What Is an Informal Letter?

Informal letters are personal letters that are written to let your friends or family know about what is going on in your life and to convey your regards. An informal letter is usually written to a family member, a close acquaintance, or a friend. The language used in an informal letter is casual and personal.

What Can You Write about in an Informal Letter?

You can literally write about anything you feel or think you want to convey. Informal letters can be written to inform your dear ones about your success in a competition, about a movie you watched recently, about the trip that you would be going on, and so on. It can also be to enquire about their well-being, to invite them to go along with you on a trip, to congratulate them on their new job, to convey your regards, etc. You can be as personal as you want when writing an informal letter.

How to Write an Informal Letter?

Like any letter, there is a format to write an informal letter in English. Unlike a [formal letter](#), an informal letter does not need to state something specific. It can be written in an easy, conversational style. They are in the nature of a friendly chat, so it can include a variety of topics. It can have all that you want to tell your dear ones about. Unlike formal letters, you can use colloquial expressions. There are a few easy guidelines that you can follow to be able to write impressive informal letters.

- **Address and Date:**

If you are thinking of how to start writing an informal letter, here is what you should know. To get your informal letter format right, you have to begin it with the sender's address. The address is written on the left-hand side of the paper. It is necessary that you write the complete address so that the receiver can write back to you. So, see to that you give the correct address along with the pin code. In case you are writing to someone in a different country, make sure you include your country in the address. For example, 29, NBC Garden Coimbatore, India – 641053 This is followed by the date. Writing the date is important as it would help the receiver know when exactly you had written the letter. You can write the date in either of the following formats: For example, 15/11/2021 or 15th November, 2021 or November 15, 2021

- **Forms of Greeting/Salutation:**

In informal letters to friends and family, you can address them by their names prefixed by qualifying terms such as *Dear*, *My dear*, *Dearest*, etc. You can also address them by their pet names (Eg: Dearest Rosy, Dear Andy, My dear Sweetie...) or by their relationship with you (Dear Uncle, Dearest Grandma, My dear Cousin...). If you are writing to an ordinary friend who is older than you are, or of superior rank, it is respectful to use prefixes such as *Mr*, *Mrs*, *Ms*, etc. For example, Dear Mr Reddy.

- **Introduction and Body of the Letter:**

The words you use determine the nature of your letter. You can start your informal letter with an introduction to set the tone of the matter that is going to be discussed. You can begin by enquiring about the health and well-being of the recipient. For instance, *I hope this letter of mine finds you in the pink of health*. You can then explain the reason behind

the letter and provide the details as elaborate as you wish to, unlike formal letters. The letter can be more like a friendly chat than an essay. You can write in a very casual and personal tone. If you are writing to an older person, do not use disrespectful terms or sentences.

- **Conclusion:**

End the informal letter on a friendly note. Use words in such a way that the recipient feels like they have had a wonderful time chatting with you. See to that you make sure you let them know that you would be awaiting their response to your letter.

- **Forms of Subscription/Signature:**

You can use the following in informal letters to relatives and near friends: *Yours affectionately*, *Yours lovingly*, *Your loving friend*, *With love*, etc., followed by your name (mostly your first name). If you are writing to a close acquaintance whom you have addressed as *Dear Mr, Mrs*, etc., you can use *Yours sincerely*, *Kind regards*, etc.

Informal Letter Format Samples

Informal Letter Format 1 – Letter to Your Cousin Enquiring about Her First Visit to Ethiopia

34, Park Avenue

Mumbai – 400023

24th September, 2021

Dearest Maria,

I was so glad to hear from my mother that you are back home after the trip. Hope you had a safe and enjoyable trip. I have been waiting to hear all about the trip from you.

Since this was the first time you have been to a foreign land, I guess every little bit of the trip was as exciting as you expected it to be. I have heard from my friends residing there that the place is extremely beautiful and that the people there are very endearing. However, I was worried when I knew that there were a few bomb blasts during your stay there. Hope all of you there were safe. I hope everything else was fine except for this.

I had spoken to your mother earlier, and she told me that you would be coming home after two weeks. I saw your pictures on Instagram as well. I can't wait to meet you and hear all your stories. Waiting eagerly for your reply.

Your loving cousin,

Sarah

Informal Letter Format 2 – Letter to a Friend about Arranging a Get-together

BB Street,

Allahabad – 211005

12/02/2020

Dear Surya,

Hope you are keeping well, and everyone at home is keeping safe and healthy. It has been a long time since all of us have met, so I was thinking we could all meet up. I have planned to have a get-together next month. I would love to discuss more about it.

All of us could meet on Friday evening and stay over the weekend at a resort in Munnar. The climate in Munnar is great and it will be a good stress reliever. We could also go around the tourist spots if everyone is interested. If you are ready, we could talk to the others as well. I will visit you next weekend to discuss more about this.

Awaiting your reply and hoping to meet you soon.

Love,

Sreya

Informal Letter Format 3 – Reply Regretting Inability to Join

144, Stark Lane

Mumbai – 400054

15/02/2020

Dear Sreya,

It is extremely thoughtful of you to plan a get-together for all of us. I wish I could join you, but I am sorry to say that I have a project starting next month, and it would not be possible for me to be there. If there is any way of preponing the get-together to any time before the month-end, I will definitely try to join you.

I hope we can reschedule the get-together and not miss the chance to meet up.
Waiting to hear from you.

With love,

Surya

Question 1: Write a letter to your friend congratulating him/her on his/her success in class 12 board exam.

B-32, sector-11
Rohini
New Delhi-110034
January 10, 2023

Dear Muskan,

My happiness knew no bounds when I got to know that you have topped your school and fulfilled your dream. I felt so pleased that I wish I were there to congratulate you personally. The result has proved that hard work, determination, and perseverance bring good results. You were so laborious and passionate about it. I know you were very nervous too, but I have always been confident that you would come out with flying colours. I apologize that I couldn't even attend the celebration party even though I tried my level best.

Hope to see you soon. Please be encouraged and continue your hard work. Your future is very bright. My parents and elder sister also convey their heartiest congratulation to you.

With lots of love and best wishes.

Yours lovingly
Shefali

Question 2: You are Aakriti/ Abhinav. Write a letter to your friend describing your boarding school in about 120-150 words.

B-32, sector-11
Rohini
New Delhi-110085
March 15, 2023

Dear Muskan,

How have you been? I hope my letter finds you in best of health and spirits. It has been almost a month since I took admission in a boarding school. I am very happy in my new school. The classes and dormitories are very spacious. There are well equipped science laboratories and a library with a great collection of books. The school has amazing sports facilities such as swimming pool, horse riding track and archery range.

I believe my life here will be interesting and enjoyable. Although I have made many new friends, I still miss you and the other friends. Please, convey my regards to your parents.

Yours sincerely,
Aakriti/ Abhinav

Question 3: Write a letter to your friend Rudra inviting him to spend the summer vacation at your place in Mumbai. You are Sakshi/ Saksham. Do not exceed 120-150 words.

129, Navyug Apartments

Pitampura
Delhi-110034
March 01, 2023

Dear Rudra,

It's been a while since I've heard from you. Where have you been? I hope this letter finds you in the best of your health.

As summers are approaching, I was thinking if we could spend the summer break together at my place in Mumbai. I will introduce you to all my friends and close relatives. I will give you a city tour as well. We will spend some quality time in the afternoons near the sea shore. To add cherry on the cake, the weather here is very pleasant during those days due to sea winds.

I am excited even at the thought of you and I spending the summer together after so long. I have so many things to share with you. Give my regards to uncle and aunty.

Hope to see you soon.

Yours lovingly
Sakshi/Saksham

Question 4: Write a letter to your friend who just met with an accident wishing him about his speedy recovery in a consoling tone in about 120-150 words. You are Manvi/Manav.

129, Navyug Apartments
Pitampura
Delhi-110034
March 01, 2023

Dear Rudra,

I hope this letter finds you in the best of spirits. When I visited you last week, you seemed a little bit depressed.

Come on boy, you should thank God for giving you a fresh lease of life. Everything is going to be fine very soon. I even talked to your doctor this morning and he told me that you are out of danger now.

You will have to remain in the hospital for a few more days but that is not something you should be concerned about. Your family and friends are there for you.

Don't forget that life is a mixture of joys and sorrows. By the way, all of us have decided to celebrate your recovery as soon as you come home. Hope to see you soon. My parents and younger sister have sent you lots of love and wishes.

Wish you a speedy recovery!

Yours truly,
Manvi/Manav

Question 5: You are Sara/Sid. Write a letter to your friend congratulating him for his new job offer in about 120-150 words. He just graduated from college.

B-101
Regency apartments
New Bombay
28 December 2023

Dear Vishnu,

I just heard that you landed a new job. I couldn't be happier for you. Congratulations!

I know it is not easy to get a good job in this troubled job market. It is particularly tough for a fresh graduate with hardly any work experience. The resourcefulness you displayed in your job search is commendable. You have inspired me and a lot of others that "Where there is a will, there is a way". You have made us all proud, Vishnu!

I am quite confident that your knowledge of computer and artistic skills will make you a great graphics designer. I expect to hear great news from you in the coming years. May you fulfil all your dreams.
Best wishes.

Yours truly,
Sara/ Sid

Question 6: Write a letter to your friend appreciating his book that he wrote in Bangalore while pursuing his writing career. You are Robert/Robina. Word limit: 120-150 words.

B-101
Regency apartments
New Bombay
1 January 2023

Dear Vishnu

How has life been treating you? I am writing you this letter to tell you how proud I am of you. I read your novel and I thoroughly enjoyed it. Well done!

The way in which it is written is commendable. I really like your choice of words. I know that most of your books are inspired from real life experiences, and this book clearly demonstrates how committed and hard-working you've been. It is doing absolute justice to what you've gone through and how well you have handled it.

My friend, since you left for Bangalore to pursue your writing career, we have drifted apart, unfortunately. I hope we can start a correspondence here and meet soon one day.

Hope you fulfil your dreams. Always remember that sky is the limit.

Yours lovingly
Robert/ Robina