

An informal letter/e-mail



Layout:

2nd February, 2021

1. Introduction

Dear Sally,

Thanks very much for your last letter. It was lovely to hear from you after such a long time. Your letter was really interesting, and I enjoyed reading it. I learnt a lot about you and your life.

2. Giving information

*You asked me what I think about
So, let me tell you my opinion on/about it. Well, ...*

.....
.....
.....

So, it is all about

3. Questions

(Ask the other person questions about his/her life.)

What are you doing now? Are you working? Where are you going to spend your summer holiday?

4. Reason to finish

(Give the reason to stop writing.)

Well, I must finish now because I've got an exam tomorrow. Tell me all your news. Don't forget to give my regards to all. And good luck with your exams!

I am looking forward to hearing from you soon.

5. Greetings

*All the best/ Love/ Best wishes/ Regards/ Lots of kisses/ Kisses,
Susan*

Keep in mind!

- ✓ You can write contractions (I've, I'll, we're...)
- ✓ Remember to put the date in the top right-hand corner of your letter = in the upper right corner
- ✓ Divide your letter into 4-5 paragraphs