



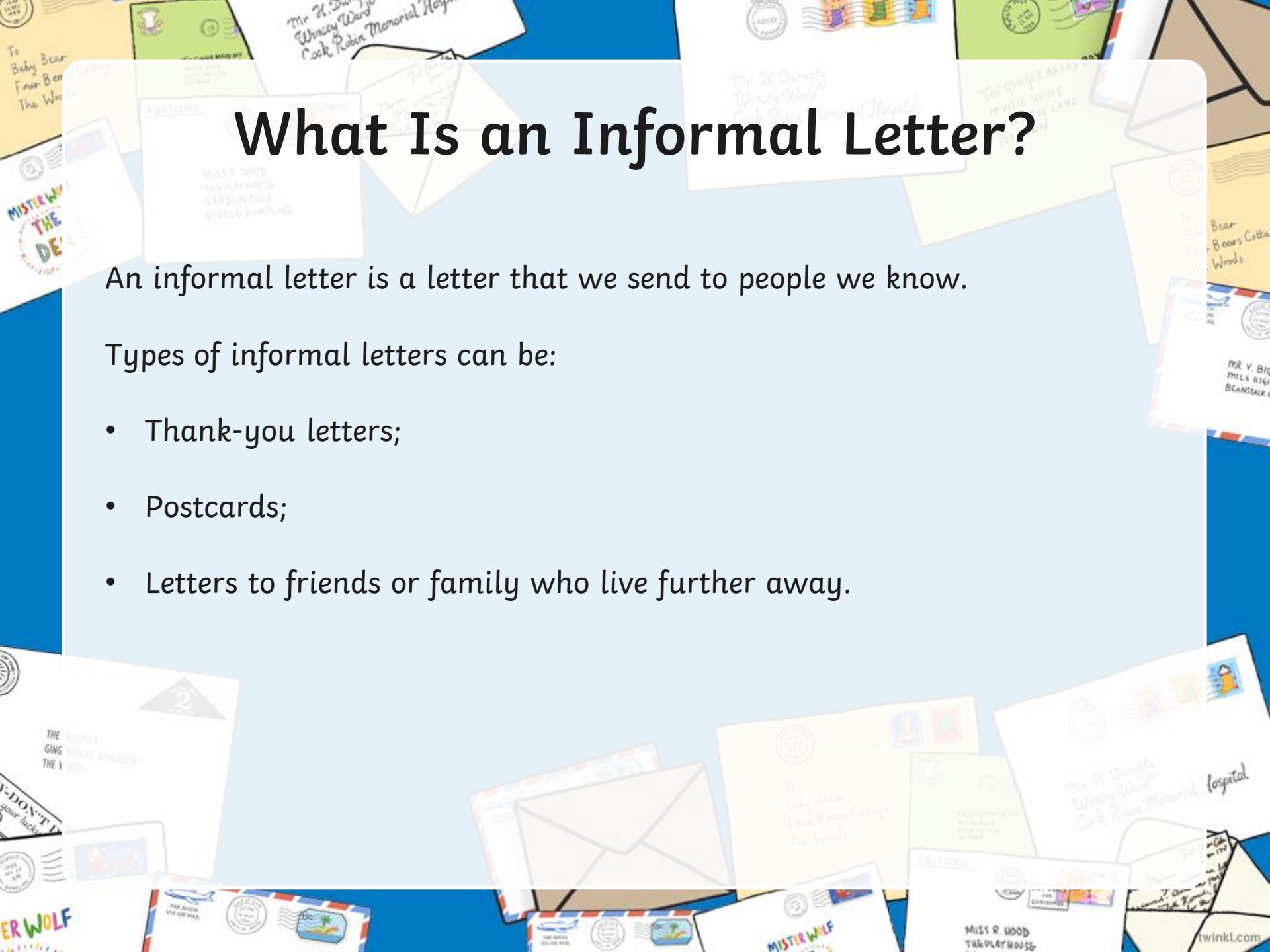
How to Set Out an Informal Letter

What Is an Informal Letter?

An informal letter is a letter that we send to people we know.

Types of informal letters can be:

- Thank-you letters;
- Postcards;
- Letters to friends or family who live further away.



How to Write an Informal Letter

Step 1 – Write your address in the top right hand corner of your letter.

James North
Clarence House
Long Lane
Caggletonville
CA12 4ON

How to Write an Informal Letter

Step 2 – Write the date underneath your address.

James North
Clarence House
Long Lane
Caggletonville
CA12 4ON

Tuesday 5th May 1906

How to Write an Informal Letter

Step 3 – Write the name of the person who the letter is for below the date on the left hand side. You can use 'Dear' or a more informal greeting, such as 'Hello', or 'Hi'. Add a comma after the person's name.

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Tuesday 5th May 1906

Dear Harry,

How to Write an Informal Letter

Step 4 – Tell the person why you are writing to them.

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CA12 4ON

Tuesday 5th May 1906

Dear Harry,

I know I haven't written in ages but now felt like a good time to catch up. And I have had quite the crazy few days which I just had to share with you!

Step 5 – Add any extra information you would like to tell them.

How to Write an Informal Letter

Step 6 – Finish off your letter using an appropriate ending e.g. 'Love from' or 'See you soon', followed by your name.

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Dear Harry,

I know I haven't written in ages but now felt like a good time to catch up. And I have had quite the crazy few days which I just had to share with you!

The rest of your letter goes here!

See you soon,
James xx