

To write an informal letter

Paragraph 1: Ask polite, friendly questions about the life of the person you are writing to, e.g. How are you? How is everything?

Paragraph 2: Explain what has been happening in your life.

Paragraph 3: Write final last sentence, e.g.

Write soon, Bye for now, Keep in touch

Signing off: You could choose from phrases such as - **Best Wishes, Bye for now, All the best, Love from, From.....**

Write address here.

Write date below:

Dear

Paragraph 1

Paragraph 2

Paragraph 3 – final last line

Sign off here
