



**O'level**  
**Foundation**  
**Week 30**

**The Write Tribe**

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**SITUATIONAL WRITING:  
INFORMAL LETTERS**



## **Formal letter vs Informal letter**

Informal letters are **personal letters** (non-official) and in this type of letter writing, you write to a family member, friend or a personal audience. Informal letters are written in an informal tone because you are writing to someone with whom you share a friendly relation, not to someone with whom you share a professional (business-related) relation.

### **Can you identify which is which?**

#### **Exercise 1:**

1. A congratulation letter to your old classmate who won first prize in a beauty contest.
2. An application letter to acquire a job as a librarian in your neighbourhood library.
3. A complaint letter about the poor service at a restaurant.
4. Write a letter to your friend asking if you can borrow his laptop for a project



## **Features of an informal letter.**

### **1. Who am I writing for? [Audience]**

For example, the tone of your writing to a friend or a cousin will be different as compared to the one written to your administrator or client.

### **2. Why am I writing this? [Purpose]**

Goal or aim of a piece of writing. Is it to borrow an item? Is it to congratulate a friend?

### **3. How is this piece to be written? [Format]**

The way of greeting and addressing the letter is different in an informal letter as compared to a formal letter. This simply means that you have to take care about the format of your informal letter because if you include things such as “subject” and “byline” in your letter, you are not fulfilling the required format.

### **4. What is the tone I should use? [Language]**

You have to be spontaneous and casual because you are communicating with your friends or family members. This means that the language is more personal than formal language. You write like you are having a conversation.



## Features of an informal letter.

### Formal letter VS. Informal letter

- **Greeting:**

Dear Sir or Madam

I'm writing in response to  
your advertisement.

- **Closing:**

I look forward to hearing  
from you.

Yours faithfully,

- **Greeting:**

Hi

Thanks for your letter. It was  
nice to hear from you.

- **Closing:**

I've got to go now. Write  
soon!

Love,

### Must Do's...

#### The Formal Letter...

- ✓ You make the reason why you are writing the letter clear
- ✓ Clear topic paragraphs
- ✓ A concluding paragraph which lets the reader know what your opinion is and what you would like to happen
- ✓ Appropriate and formal language
- ✓ Quotations from people with authority.
- ✓ Use of facts and figures to support your opinions

#### The Informal Letter...

- ✓ You start the letter with a friendly tone - asking the reader how they are
- ✓ Paragraphs are used to discuss different topics
- ✓ A concluding paragraph which ends the letter on a positive note
- ✓ Informal and colloquial language



## Formal

- Full sentences ✓
- Correct grammar and vocabulary ✓
- No contractions e.g. I would... ✓
- No idioms ✓
- Passive voice e.g. The application form is complete. ✓
- No phrasal verbs e.g. To investigate ✓
- No abbreviations e.g. As soon as possible ✓
- No exclamation marks ✓
- No imperatives. e.g. You may complete the form. ✓

## Informal

- Short sentences ✓
- Lack formal grammar and vocabulary ✓
- Contractions e.g. I'd... ✓
- Idioms e.g. On point (good) ✓
- Active voice ✓ e.g. I completed the application form. ✓
- Phrasal verbs e.g. Look into ✓
- Abbreviations e.g. ASAP ✓
- Exclamation marks ✓
- Imperatives (start with a verb) ✓ e.g. Complete the form. ✓

### TYPES OF INFORMAL LETTERS

- A letter giving your news
- A letter asking for suggestion/advice
  - A letter of apology
  - A get-well letter
- A letter congratulating someone
  - A letter home to your parents
  - A letter asking for/giving advice
- A letter asking for/giving information
  - A thank-you letter
  - A reply to a party invitation



## Format: Informal letter

Blk 123  
Toa Payoh Road  
#04-122  
Singapore 238123

Your address

18 March 2011

Date

Dear Allyssa

Salutation

How are you?

1st para- inquiring about well-being

The body – have  
proper paragraphs!

2nd para- purpose

3rd para - concluding para - hoping  
to hear from you.

Yours lovingly,

James

Signature



## **Informal letter: Birthday Party invitation**

Blk 321  
Yio Chu Kang Ave 3  
#05-324  
S'pore 762321

17 March 2021

Dear Alicia,

How have you been? It's been a long time since I heard from you. I hope your parents are as fit as fiddles. I miss the good times we had back in primary school.

I've awesome news for you. This year I am booking a chalet at Pasir Ris for my 16th birthday. I would definitely need you to be my host. I am inviting your favourite band - TXT! I hope that makes you feel over the moon. We are having our party by the pool. Don't forget to bring your swim suit. Also, we would be staying over at the chalet for at least three days. I suggest it would be good to pack enough clothing. The dates would be 28, 29 and 30th March. The party would begin on 28th March, 530pm. Wear something casual and fun.

I am looking forward to hearing from you. Let me know if you can make it. I bet you would not want to miss a mini concert by TXT.

With love,  
Jungkook

