Informal letter/ short notes

We're organising a birthday party for our friend, Kate on 5th April at 5pm. The party will be held at a fast food restaurant nearby. All of our childhood friends are coming too. You know we haven't seen you since you changed schools. This would be a great opportunity to reconnect with our old friends. Would you like to come?

How are things? I haven't heard from you for ages. Anyways, I have exciting news.

I'm also in the midst of planning the surprise. Could you suggest some ways to surprise her? What do you think?

That's all for now. I hope you can make it to my party. See you soon!

Here's an informal letter from Seroja to her friend, Aurora. Read its various parts carefully and drag them onto their right places.

Hi Aurora, _____ _____ _____ _____ _____ _____ _____ _____ Yours, Seroja	**Greetings** **-Introduction** **-Purpose** (You may include some explanation about the reason why you're writing) **Content** Other points/details which are relevant to your purpose **Ending & Signing off** Think of a reason to end your letter and say goodbye.

LIVEWORKSHEETS

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