

# 10 Differences Between Formal and Informal Letter in Points

1. We use formal language in \_\_\_\_\_ whereas in \_\_\_\_\_, we use casual and friendly language.
2. Another key difference between formal and informal letter is that \_\_\_\_\_ has a fix format but \_\_\_\_\_ does not have any fix format.
3. \_\_\_\_\_ is always written to business professionals, organizations, employers, etc. but \_\_\_\_\_ is writer to your closed ones.
4. A \_\_\_\_\_ is written in passive voice whereas we use active voice while writing \_\_\_\_\_.
5. One of the main differences between formal letter and informal letter is that we use complex and large sentences in \_\_\_\_\_ but short and simple in \_\_\_\_\_.
6. The main objective to write \_\_\_\_\_ is to have a professional communication but the objective to write \_\_\_\_\_ is to have a personal communication
7. You have to avoid any grammatical errors or spelling mistakes in \_\_\_\_\_ but those mistakes can be done in \_\_\_\_\_.
8. One of the major differences between formal and informal letter is that you have to be polite in \_\_\_\_\_ but when you write \_\_\_\_\_, there is no need to use any polite words.
9. \_\_\_\_\_ must be straight to the point unlike \_\_\_\_\_.
10. The last but not the least difference between formal and informal letter is that \_\_\_\_\_ are mainly written in the 3<sup>rd</sup> person while \_\_\_\_\_ can be written in 1<sup>st</sup>, 2<sup>nd</sup> and 3<sup>rd</sup> person.