

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 3rd person while _____ can be written in 1st, 2nd and 3rd person.