


How to write an informal letter

Informal Letter Checklist	
	Sender's address in the right corner and date underneath the address.
	Used Dear _____, followed by a comma.
	Introduction Paragraph explaining why you are writing and paragraphs to explain more detail about the event.
	Use first person
	Chatty and informal tone.
	Address the recipient directly
	Conclusion and finish with senders name.

Ex. 1: Match the missing parts of the letter to the boxes 1-6.



1

2

3

How are you? Thanks so much for your last letter. It was great to hear from you and catch up on all your news. It sounds like you have a really interesting lifestyle! It's brilliant! We don't live near the mountains so I've never been rock climbing but I'd love to try it.

I reckon I have a healthy lifestyle too. I sleep for about eight hours every night and eat loads of fruit and vegetables. I like doing exercise. I enjoy all types of sport, but I'm really good at basketball. My best mate and I are in the school team. Last month, I decided to do something different. I did a snorkelling course at our local swimming pool. It was a laugh! I met a lot of really nice kids.

Why don't you come here in the holidays? It would be great to get together! Hope to see you soon!

4

5

6

- Dear John,
- Adam
- 15 Coulter Road,
Ashford,
Ireland.
- P.S My brother sends his love too.
- 15/8/20
- Talk soon

Ex 2: Find the informal words or phrases used in the letter that mean:

1. Thank you
2. Very good
3. A lot of
4. Best Friend
5. Children

Ex 3: Write a letter:

Imagine Adam is your penfriend. Write him a reply telling him about your lifestyle. Use the checklist to help you. Remember to use informal expressions in your letter.



Exercise 3: Write your letter in the space below.