INFORMAL EMAIL: USEFUL LANGUAGE

GREETINGS
OPENING REMARKS
CLOSING REMARKS
SIGNING OFF

DEAR...

WHAT'S NEW ?

DID YOU GET MY EMAIL/LETTER?

ALL THE BEST.

KEEP IN TOUCH.

I'M WRITING TO TELL YOU...

IT WAS GREAT TO HEAR FROM YOU.

HI...

I HAVEN'T HEAR FROM YOU FOR...

THANK'S FOR WRITING BACK.

SORRY I HAVEN'T WRITTEN FOR SO LONG

THAT'S ALL FOR NOW

TAKE CARE

WRITE BACK AND LET ME KNOW...

BYE FOR NOW

WRITE BACK SOON.

THANKS FOR YOUR EMAIL/LETTER

LOVE

LIVEWORKSHEETS