SEMINAR 2:
INFORMAL LETTERS

STRUCTURE OF INFORMAL LETTERS

Address
Beginning
Paragraphs
Ending
Some tips for writing an informal letter in English:

- Think about the layout of your letter.
- **Paragraph 1: Introduction.** The following are some useful phrases for introductions to informal letters:
  
  - I’m sorry I haven’t written for so long, but…
  - It was good to hear…
  - Thank you very much for your letter…

- **Paragraph 2: The reason for your letter:**
  
  - I’m writing because…

- **Paragraph 3: Additional information – here give any news about yourself and what you have been doing.**

- **Paragraph 4: Conclusion.** The following are some useful phrases for conclusions to informal letters:
  
  - I’m looking forward to seeing you/hearing from you (soon).
  - (Do) Keep in touch.
  - Give my love/ regards to…

- **Ending:**
  
  - Regards, Warmest regards, (With) Best wishes, All the best, (With) Love, All my love, Lots of love, xx
INFORMAL LETTERS
Write an informal letter following the instructions above.

Pay attention to punctuation!

Space between the lines: 2 cm

Word-limit: 175

Deadline: 18th March 2009