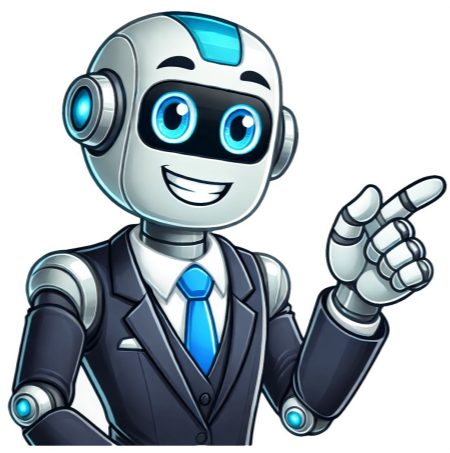


I'm not a bot



Example of informal letter

Download Article Format and style advice to make your informal messages stand out Download Article Wanting to send a friend or loved one a letter but don't know where to start? Well, you've come to the right place! Writing and formatting an informal letter is a piece of cake because (spoiler alert) there are no rules. All you have to know is who you're writing to, what you're writing about, and where to send the letter. In this article, we'll break down all the necessary steps and even give you a few tips to make your informal letter more personal. 1 Note your address and the date (optional). In the upper left-hand corner of a clean sheet of paper or new word processor document, put down your current location in one or two lines. Directly under that, record the day's date, making sure to mention at least the month and year.[1] You can either spell out the full date ("Wednesday, February 12th, 2018") or use the abbreviated numeral form ("2/12/18") to keep things simple. While including these details is optional for an informal letter (it's most typically used in formal letters), it's still a good way to let your recipient know when and where the letter was written, which can be useful if you're in different parts of the world. 2 Write your recipient's name at the top of the letter. Begin your letter by addressing the letter to the person it's intended for by name. Traditionally, the opening address goes in the upper left-hand side of the page, but you can put it anywhere you want as long as you have enough room to include your message beneath it.[2] If you want, you can add a salutation before your recipient's name, such as "Dear," "My darling," or even just "Hey." If you're composing an open letter and don't know the name of the person who will be reading it, start with a general address, like "To whom it may concern" or "To whoever reads this letter."[3] Advertisement 3 Fill out the body of the letter with your message. Use the space underneath your recipient's name to say whatever you want to say. The body of your letter can be as long or short as you want it to be—there are no rules![4] If you run out of room on the first page, start a new one or flip your paper over and continue writing on the back. Picking out a lined type of paper, like notebook or journal paper, can help you keep your handwriting neat and organized. 4 Write a short closing to wrap up the letter. Once you've gotten your message across in the body of your letter, leave a little room (about the space of a single typed line) below your last sentence to include a brief sign-off. Your closing line might say something like, "Sincerely," "Yours truly," "Best," "Thanks," or "Love." The closing essentially signals to your recipient that they've reached the end of the letter. Since you're not sending a formal letter, there's no need to add a closing if you don't want to—you can always just sign off with your name. Tip: Etiquette coach Tami Claytor recommends coming up with a closing that reflects your reason for writing. A letter of condolence, for instance, could end with "My deepest sympathies." 5 Sign your name at the bottom of the letter. Put your name right under your closing line (if you included one) so that the closing acts as a lead-in for your signature. You can sign your name in cursive or formal script if you like, but it's also okay to simply print or type it instead.[5] You might use your full name, first name, or a nickname depending on your level of familiarity with the person you're writing to. Advertisement 1 Keep your language conversational for a more personable feel. Informal letters are meant to be read in a relaxed, casual way. Feel free to use contractions, hypothetical questions, inside jokes, and other figures of speech. This will help your natural voice come through to your reader.[6] If you're not sure what to say, it can be helpful to imagine that you're having a conversation with a friend and simply write the way you would talk. Tip: You might kick off the body of your letter with something like this: "Hey bestie! Isn't it crazy how time flies? One minute, we're chasing boys at summer camp, and the next, you're getting married! Being an adult is WEIRD!" 2 Write to your reader for a more conversational tone. The fun thing about informal letters is that they can be totally personal. Use words like "we," "you," and "our" to make your letter feel like a conversation. Simply write to your reader as you would text a pal. Now, remember to keep the reader in mind. For instance, you wouldn't use lingo only your best friend would know if you're writing to your grandma. 3 Use colored ink or fonts to liven up your correspondence. Black ink is for newspapers and dull, rigid formal letters. Grab your most vibrant pens or change the default text color in your word processor and put a little personality on the page. Blue, green, red, and other funky shades can all be fun attention grabbers, especially if you're writing to a close friend.[7] Mixing up your use of colors is a great way to break up the monotony and emphasize keywords or phrases. Make sure the color you choose contrasts your letter paper enough to be plainly visible. Otherwise, your message may be hard to read. 4 Draw in the margins of handwritten letters to lend a little visual flair. Take advantage of the extra space on either side of the page by filling it with doodles, symbols, or quirky notes. Elements like these will allow you to express yourself creatively and give your reader something else to look at. You might spice up your description of that time you spotted Bigfoot at the mall by including an artist's rendering of what he looked like. Similarly, if you happen to catch a typo while reading back over your letter, you could turn it into a joke by crossing it out and scribbling, "I promise I know how to spell!" next to it. Advertisement An informal letter is a personal letter you write to someone you're close with. Informal letters are great ways to stay in contact with friends, family members, or a significant other, especially if you live far apart. Handwritten notes are more personal than a text or email. Plus, you can get more creative with them! What makes an informal letter "informal" is that it's not strictly structured and rather casual.[8] If you want to write a letter to a business, institution, or someone of great importance, be sure to adhere to the guidelines of formal letter writing. Unlike informal letters, formal letters have strict formatting and style guidelines to make them more official and professional. You can write about anything you want in an informal letter! The fun thing about informal letters is there are no rules! You can write whatever your heart wants—if you think it, you can write it. Think of it like a regular conversation with a friend. Maybe you write a long-distance friend about a trip you recently went on and include photos you took, or perhaps you send a grandparent a detailed update about how you're doing in school. Advertisement 1 Fold your letter twice vertically so it will fit in an envelope. Take the bottom two corners of your letter paper and fold them about ½ of the way up the sheet. Then, fold the doubled section over one more time to create a neat that will fold in any business envelope.[9] This method works best with standard 8.5 inches (22 cm) x 11 inches (28 cm) printer paper, but it can be used to fold papers of other sizes, too. 2 Place your letter in an envelope and seal it up. Slip your letter into the envelope widthwise to make sure it will fit. To seal the envelope, lick the glue strip lining the inner edge of the flap to moisten it. Then, lower the flap and apply gentle pressure for a few seconds until the adhesive sticks. Keep in mind that envelopes come in various shapes and sizes. If you're having trouble cramming your letter into a standard business envelope, try shopping around for one that's a better fit. Add a bit more pizzazz to an informal letter by sealing the envelope with stickers or decorative tape. Tip: If you don't like the idea of licking your envelope, you can also use a damp sponge, cotton swab, or glue stick to make sure it stays closed. 3 Print your recipient's mailing information on the face of the envelope. As Claytor explains, somewhere near the center of the envelope, write the person's first and last name, their full address, and the city, state or province, and postal code where they live. Don't forget to specify an apartment number after the street address if your recipient doesn't live in a house. 4 Put your name and mailing address in the upper left-hand corner. To mail a letter, you must put your address and name on the top left of the front of the envelope. This is called the return address and helps the postal service know where to send the letter if something goes wrong. Plus, the receiver will know who the letter's from before they open it.[10] First, write your first and last name, then your full address, and your city, state, and postal code—with each element having its own line.[11] 5 Stick a stamp in the upper right-hand corner of the envelope. Position your stamp directly across from the return address, where it can easily be seen by your mail handler. Once you've applied the proper postage to your letter, you'll be ready to drop it in the mailbox and send it off to your recipient![12] Most letters up to 1 oz require one stamp, unless they are an odd shape or not uniform in thickness. Putting the stamp somewhere other than the upper right-hand corner of the envelope could confuse the sorting machine at the post office. In some cases, your letter may even be sent back to you. Buy stamps at your local post office or order them online. [13] Advertisement Add New Question Question How do I write a letter as a parent informing my son's teachers that he has a heart disease? If you can, give them this information in a personal conversation. It's much quicker and much more informal than any letter, and you can easily answer their questions right away. Otherwise, write a letter simply stating the facts, and suggest to talk about this the next time you meet if they have questions. Question How do I write a letter to a cousin I met once about 50 years ago? I want information about my family so I can pass down to my children and grandchildren. You can start by introducing yourself, explaining how you are related to them, and how met. Possibly mention a few other relatives they may know to help break the ice. Then you can explain your reason for writing to them, giving them some examples of what you want to know and why. Always be polite, and respect their wishes. If they don't want to communicate with you, don't take it personally, but it is possible you may be able to reconnect with a family member. Question How can I write a letter to my friend telling about my new school, such as student population, payment of school fees, discipline, student/teacher activities, school bus, sport activities, laboratories, libraries? You can start by saying what you enjoy about the school. What activities have you joined, what the classes are like, what types of sports teams they have, what the students are like. Then you can contrast this by writing about some things you miss about your old school, and ask your friend about how they are doing at school. You don't have to include all the information in one single letter, in fact it would be a good way to keep in touch with your friend. See more answers Ask a Question Advertisement Thanks Advertisement This article was co-authored by Tami Claytor and by wikiHow staff writer, Aly Rusciano. Tami Claytor is an Etiquette Coach, Image Consultant, and the Owner of Always Appropriate Image and Etiquette Consulting in New York, New York. With over 20 years of experience, Tami specializes in teaching etiquette classes to individuals, students, companies, and community organizations. Tami has spent decades studying cultures through her extensive travels across five continents and has created cultural diversity workshops to promote social justice and cross-cultural awareness. She holds a BA in Economics with a concentration in International Relations from Clark University. Tami studied at the Ophelia DeVore School of Charm and the Fashion Institute of Technology, where she earned her Image Consultant Certification. This article has been viewed 204,080 times. Co-authors: 24 Updated: March 11, 2025 Views: 204,080 Categories: Letter Writing Article SummaryXTo write an informal letter, start by writing your recipient's name at the top of the letter with an appropriate salutation, like "Dear," "My darling," or "Hi." Once you greet your recipient, fill out the body of the letter with your message, which can be as long or as short as needed. When you're done writing your message, write a short closing to wrap up the letter, like "Sincerely," "Yours truly," or "With love." After this closing, sign your first name, full name, or nickname, depending on your level of familiarity with the person you're writing to. If you want to add a personal touch to your letter, use fun colored ink or draw pictures in the margins. To learn how to send your informal letter, keep reading! Print Send fan mail to authors Thanks to all authors for creating a page that has been read 204,080 times. "Your article helped me a lot, and it was very helpful for my school activity." Share your story Informal letters are written to family or friends to share updates or send regards. These letters are sent to people you know, like relatives, friends, or acquaintances. The language used in these letters is casual and conversational. This passage explains the "letter format for informal letter" to help you understand how to write such letters. What Can You Write About in an Informal Letter? You can write about anything you wish to share with the receiver. It could be about a competition you participated in, a recent trip, a movie you watched, or any other topic you feel like discussing. You can also use an informal letter to ask about the receiver's well-being, invite them on a trip, congratulate them, or just to express your feelings. There are no fixed rules about the content; it can be as personal as you want. How to Write an Informal Letter? Informal letters also have a structure, though they are less strict compared to formal letters. Unlike formal letters, informal letters can cover a wide range of topics. The tone can be relaxed, and you can use conversational language. Here are a few simple steps to help you write an informal letter: Address and Date: Start the letter by writing the sender's address on the left side of the page. This address is important so the receiver knows where to send a reply. Include the complete address, including the postal code. If you are writing to someone in another country, mention the country as well. For example: 29, ABC Street Chennai, India – 600001 After the address, write the date. The date helps the receiver know when the letter was written. You can use any of these formats: 15/11/2025 15th November 2025 November 15, 2025 Greeting or Salutation: For informal letters, you can greet the person by their first name or nickname, using terms like "Dear" or "Dearest" before their name. For example: Dear Rahul Dearest Priya My dear Meena If you are writing to an elder or someone you respect, you can use prefixes such as Mr., Mrs., or Ms. For example: Body of the Letter: The body of the letter begins with a friendly introduction. You can start by asking about the receiver's health or well-being. For instance: "I hope this letter finds you in good health." Then, move on to the main purpose of the letter. You can discuss your topic in detail and make it conversational. Unlike formal letters, informal letters can have personal expressions and casual language. If you are writing to an elder, avoid using terms or phrases that might seem disrespectful. Conclusion: End the letter with a warm note. Let the receiver know you are looking forward to hearing from them. For example: "I hope to hear from you soon." Signature: For informal letters, you can use closings like: Yours lovingly With love Your loving friend After the closing, write your name (usually your first name). Unlock your potential with Aditya Sir's transformative English-speaking course. Gain confidence, fluency, and the skills you need to excel. Start your journey today! Join Now Examples of Informal Letters Here are a few examples to show how an informal letter can be written. Example 1: Letter to a Cousin Asking About a Recent Trip 34, Park Lane Mumbai – 400001 15th September 2025 Dear Ravi, My mother told me you have come back from your trip. I hope everything went smoothly. It would be great to hear about your experience. Since this was your first time visiting another country, it must have been exciting. Some people mentioned that the place you went to is lovely and the locals are very welcoming. There were also talks about some challenges you faced, but I hope things turned out okay for you. Your pictures online looked wonderful. Meeting up to hear the details would be fun. Let me know when you are free to catch up. Your loving cousin, Ramesh Example 2: Letter to a Friend About Planning a Get-Together 12, Green Street Delhi – 110001 10th February 2025 Dear Arjun, I hope you are doing well. It has been a long time since we last met. I was thinking it would be nice if we could all meet soon. I was planning a small get-together next month. We could meet on a weekend and spend time at a resort. The weather is nice these days, and it will be relaxing for everyone. We can visit some local spots if everyone is interested. Let me know your thoughts, and we can finalize the plan. I will visit you soon to discuss this further. With love, Rohit Example 3: Letter Regretting Inability to Join a Get-Together 88, Blue Road Bangalore – 560001 15th February 2025 Dear Rohit, Thank you for planning a get-together. I would have loved to join, but I have some work commitments starting next month. I am not sure if I can make it. If it is possible to reschedule the get-together to an earlier date, I can join. Let me know what everyone decides. Looking forward to meeting you soon. Yours sincerely, Arjun Differences Between Formal and Informal Letters Here are some key differences between formal and informal letters: Aspect Formal Letter Informal Letter Length Short and to the point Can be detailed and lengthy Greeting Sir, Ma'am, Name of the company Friend's name or nickname Address Includes both sender's and receiver's address Only sender's address Body Precise with references Casual and personal Subject Required Not needed Conclusion Expressing gratitude Friendly and warm Signature Includes seal or logo First name is enough Purpose Official or professional matters Personal updates Replaced by Emails or PDFs Phone calls or chats Points to Remember While Writing Informal Letters If the letter is a reply, mention it at the beginning. Always include the sender's address at the start. Do not include a subject line. Greet elders respectfully and express care for younger family members. Share updates about your life and ask about theirs. In the last paragraph, express that you are looking forward to their reply. Ensure your sentences are clear to avoid misunderstandings. If the content is sensitive, keep a copy for reference. Writing an informal letter is a simple and effective way to stay connected with loved ones and share what's happening in your life. By following these steps and examples, you can write meaningful letters to your family and friends. Informal Letter Writing: An informal letter is a non-official letter that we usually use to write to our friends, family or relatives. These letters are personal letters that are not used for official purposes. There could be many reasons for which we write these letters to our family and friends. For example, if we want to inform them about our achievement in school or college, then we write them a letter to spread our personal news.Since, the letter is informal thus the salutation is usually given by 'Dear', such as Dear (name of friend/name of uncle or aunty) or Dear Father/Mother, etc. Unlike formal letters, you don't have to mention the subject line for informal letters. But the address of senders and receivers of the letter has to be mentioned necessarily.Get Other Types of Letter Writing like Formal, Informal and Different Types of Letter Writing Samples.Informal Letter ExamplesThere could be many topics to write informal letters. Let us see here some of them:Inviting a friend for a birthdayCalling a friend for a trip or holidayAsking sorry or apologizing to someone for mistakes you have doneCongratulating a friend for his success or achievementWriting just to ask for the well-being of a personInvitation for a marriageAsking help from someoneInforming about someone's demise in family or friendsApart from the above-given reasons, there could be many other reasons for which we can write an informal letter.Format of Informal Letter - How To Write Informal LetterThe format of an informal letter to a friend should include the following things:Address of the senderDate of writing a letterAddress of receiverSalutationGreetingBody of the letterConclusionSignature of the senderA format is shown below to write the letter in an informal manner.[Address of the Sender]Date:Dear (name of friend)Body of the letter:Paragraph 1: Ask for the well-being of the personParagraph 2: The main reason to write the letterParagraph 3: Conclusion and end of the letterYours lovingly,Name of senderInformal Letter Writing – Informal Letter to A FriendA letter to a friend is usually informal in nature. We write this letter to a friend to inform about something or to invite him/her for any occasion. Sometimes we also write to ask sorry if we have done any mistake. Sometimes we just write them to know their well-being. Let us see an informal letter definition sample here.Informal Letter To A Friend To Congratulate on SuccessLet us write another letter to a friend to congratulate him/her for ranking 1st in class.Sample Informal Letter to a FriendInformal Letter to FatherWe can also write informal letter examples to our parents either father or mother or to both of them expressing our love for them and asking for their well-being. Sometimes we live at a far distance from our parents to achieve our goals in life. But we should never forget to express gratitude towards them and always be thankful to them for being such supportive parents.There could be many reasons apart from asking for your parents wellbeing to write a letter to them. For example, if you got a promotion in your job, or you stood first in class, or invited them for your college annual function, etc.Let us see here some sample letters.Letter to Father to Invite him for Annual FunctionFAQ's on Informal LetterQuestion 1. What is an informal letter?Answer: An informal letter is a non-official letter which we usually use to write to our friends, family or relatives.These letters are personal letters that are not used for official purposes. There could be many reasons for which we write these letters to our family and friends.Question 2. What are the topics of the informal letter?Answer: Inviting a friend for a ceremony say for a birthdayCalling a friend for a trip or holidayAsking sorry or apologizing to someone for mistakes you have doneCongratulating a friend for his success or achievementWriting just to ask for the well-being of a personInvitation for a marriageAsking help from someoneInforming about someone's demise in family or friendsQuestion 3. How to write an informal letter?Answer: The format of an informal letter is:Start with your addressMention the present dateSalutation/Greeting like Dear (name of the person)Ask for the wellbeing of the person in the first paragraph of the body.In the next paragraph, write the reason to write the letterThen write the conclusionClose the letter with your name such as:You're lovinglyWith loveLots of loveQuestion 4. How to start an informal letter?Answer: You can start the letter by first greeting the person such as Hi/Hey/Hello/Dear (name of the person). Then ask if he/she is doing good.Question 5. What are the types of letters?Answer: There are three types of letters.Formal LetterInformal LetterSemi-formal letter