



LETTER WRITING

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1.Sender's address

2.Date

3.Greeting

INFORMAL LETTER

6.Signature

4.Body of the letter

5.Closing

SENDER'S ADDRESS

Written on the left-hand side, it is needed so that the receiver can reply to you

GREETINGS

Address the letter by their names with a prefix of what is appropriate e.g. "Dear Uncle", "Dear James". If it is someone older than you/of a superior rank, "Mr/Mrs/Ms" can be used

BODY OF THE LETTER

Introduction - enquire health and well-being

Following paragraphs - details can be as elaborate as you wish with a casual tone

Concluding paragraph - end on a friendly note and let them know you are awaiting their response



CLOSING

Sign off with an informal "Yours Truly", or "With love"

SIGNATURE

Provide your handwritten signature or just your first name

TIPS

A FORMAL LETTER ADHERES TO PROFESSIONAL STANDARDS, WHERE THE INTENT OF THE LETTER AND EXPECTATIONS ARE DIRECTLY STATED. ON THE OTHER HAND, AN INFORMAL LETTER IS MORE FLEXIBLE AND CAN BE WRITTEN TO SOMEONE CLOSE TO YOU, ALLOWING YOU TO SHARE ANYTHING YOU WISH TO COMMUNICATE.