

Informal letter or email

An informal letter / email is usually written to someone you know, for example a penfriend, a schoolmate, a close relative / friend, a colleague or a landlady/landlord. Familiar and colloquial language is appropriate if you know the person well, but the tone should always be polite. **Contractions can be used, but text-style language and slang are to be avoided.**

MODEL EMAIL

From: Charlotte [charlotte.keaton@hotmail.co.uk]

Sent: 16th March 2010

Subject: That sounds great!

(1)

Dear Paula,

(2)

It was great to get your letter and find out that your exams are over. You must be so relieved. I'm sure you did well in them. Now on to having fun. Let me tell you all about the carnival I went to last year. It was the experience of a lifetime!

(3)

If you remember, I went to the Notting Hill Carnival in London. The carnival is a huge event. It's so exciting! It's a spectacular celebration of West Indian music and partying crowds. There is a parade with hundreds of colourful floats and thousands of fabulous costumes. There were more than a million people there this year.

If you decide to go to the carnival this year, I suggest that you bring a good pair of binoculars because the crowds are so thick that you often can't get near the float or band you want to see.

I would like to ask you how everything is at home. Please write and tell me all about your travel plans.

Yours,

(5)

(4)

Charlotte

(6)

- (1)
- (2)
- (3)
- (4)
- (5)
- (6)

Useful expressions for informal letters / emails

INFORMAL SALUTATION

Dear + first name

Hi + first name

OPENING PARAGRAPH

It was great to get your letter / email.

I'm sorry I haven't written / been in touch for so long / ages.

I was sorry / glad / surprised / thrilled to hear / learn that...

How are you?

It was great to hear from you again...

I got your letter / email... and I'm writing to...

MAIN BODY

Making requests / Asking for information

Is it possible to... ?

Can you please let me have... ?

Well, one more question...

I'd like to ask you if...

What I really need to know is...

Giving information / suggestions

First of all / Firstly, I'm glad to let you know that...

Oh, another thing / By the way...

Anyway, don't forget...

I think that you should.... / If I were you I'd...

What I would suggest is... / My advice is...

How about... ? / Why don't we.... ? / However, it would be a good idea...

Making arrangements - Agreeing / Disagreeing

I'm pleased that you have accepted our / my invitation...

I think that your suggestion is perfect / just right for the situation / just what is needed.

If you want we could... / Alternatively..

Of course you can...

I (don't) think we should change our plans...

That sounds like a great idea!

I don't think that's such a good idea because...

I'm sorry / afraid I can't... / won't be able to...

The reason why it's not possible is that...

I'm not sure about... / Why don't we...

FINAL PARAGRAPH

I really can't wait to see you (again) / to spend a few days with you... / I'm looking forward to...

So that's about all from me.

Let me know if this is OK for you.

Write me soon and tell me all your news.

Write back and let me know what you have decided.

Well, I have to go now. I hope to hear from you soon. / Give my regards to...