Writing a friendly or informal letter

A **friendly** or **informal letter** is usually written to someone you know well, such as family or friends. You can use informal language in friendly letters and you can use abbreviations and contractions, but you should not use language such as *u* or *gr8*.

Your purpose in writing a friendly or informal letter is mainly to express an emotion or give information. For example, you could congratulate someone, or sympathise or say thank you for a gift, hospitality, or support shown to you. You could also send a relative or friend information about yourself and what you are doing. The tone of a friendly or informal letter needs to be friendly, polite and sincere.

Example: Read this thank-you letter and the notes which identify the parts of a friendly letter.

Write your home address.

14 Gaba Street
Motherwell
6011

Include the date.

2 December 20…

Dear Mrs Green

Use *Dear* in the greeting and the person's name. This letter is addressed to a teacher so *Mrs Green*, is suitable.

The **introduction** (first paragraph) gives the reader an idea of what you are writing about. It also sets the friendly and polite tone.

Thank you for all the help you have given me this year in Grade 7.

The **body** (second paragraph) develops the message you want to get across by adding supporting details and information. Notice that short sentences have been used.

It was difficult for me when I transferred from my old school, but you helped me so much. I'm very glad about the extra help you gave me with Maths and English. It really helped me get good marks.

The **conclusion** (third paragraph) sums up the main idea and includes a personal note. Notice the friendly and polite tone that has been used.

I hope you have a very relaxing summer holiday with your family. Thank you once again for everything you did for me.

Regards
Jasper

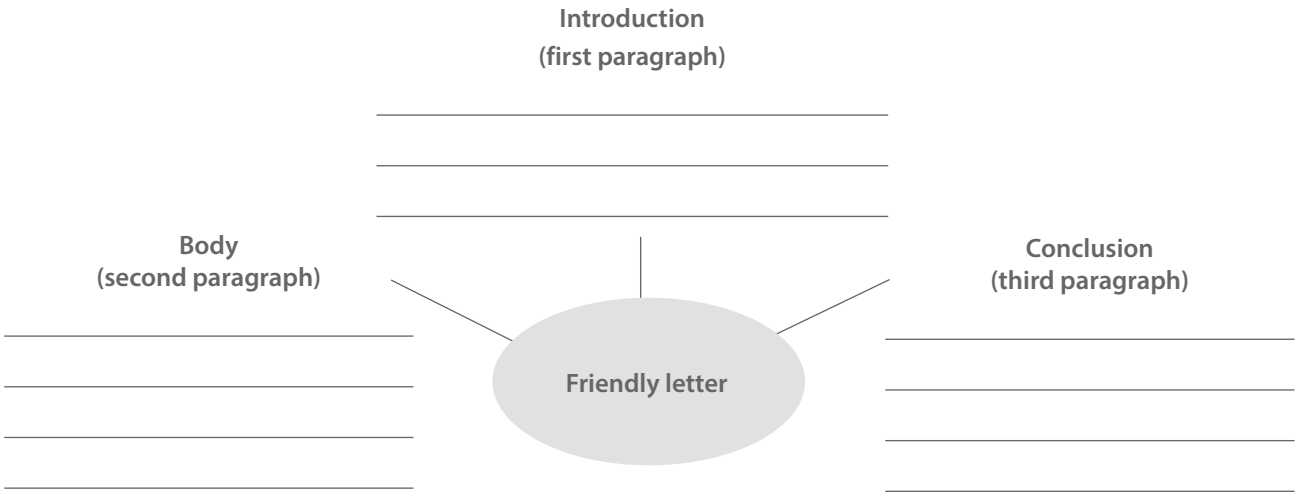
Choose whichever ending suits your audience, e.g. *Love*, *Best wishes*, to a friend or relative. In this letter *Regards* is informal but still respectful.

Note

You can send a friendly letter or informal letter by post or by email.

1. Always plan your writing carefully, even when you write to someone you know well. Prepare the planning for a friendly letter.
   a) Read the table at the top of the next page and write the different parts of the friendly letter from the table in the correct place on the mind map.

Good luck in the Inter-School Debating Competition. I'll be holding thumbs for you!
Congratulations on being chosen for the Junior Debating Team.
You really deserve to be a part of the team. You are such a good presenter, and you speak confidently.



b) Circle the best greeting for the friendly letter: Hi Thandi/Dear Thandi Zenzile.

c) Circle the best ending for the letter: Lots of love/Yours faithfully.

2. The scrambled points below all add together to make up a complete thank-you letter to your Uncle Josh and Aunty Martha. Underline the best words for a friendly letter from each option and write the alphabet letters in the letter format below. One has been done for you.

a)	I am thrilled to have the latest Harry Potter book. My friends are in line to read it./All my friends want to borrow my book.
b)	Thank you for the super book you bought me for Christmas./Got the Christmas book!/I nearly died when I opened the present.
c)	9 Smith Street Troyville 4172
d)	I hope you had a nice Christmas. Thanks again for choosing the perfect book for me./My grateful appreciation for the very appropriate gift.
e)	Check you/ Love from Adam
f)	Dear Uncle Josh and Aunty Martha/Howzit Uncle Josh and Aunty Martha
g)	4 January 20…

f)