

Vidya Bhawan

Balika Vidyapeeth, Lakhisarai

Class: 8

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Subject English.

By R.N. Singh

WRITING

Informal letter

An informal letter is a letter written to a relative, friend, or anyone else for a personal purpose. We can write personal letters to anyone with whom we have a non-professional relationship as well as to colleagues with whom we are friendly. An informal letter is written in a personal style and informal language. It should consist of these sections.

the writer's address

the date

the salutation

a greeting

the message

the closing