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Informal Letter Format & Writing Style - SSC MTS Descriptive Paper with PDF

The Staff Selection Commission or SSC is all set to hold its Mains exam. It is scheduled to take place on **28th January 2018**. It's high time that you all should now pull your socks up as the exam is just around the corner. To help you all with the **SSC MTS Descriptive Test** we are presenting to you the correct **Informal Letter Format** explained with an example. Go through this article thoroughly to understand the basics of Informal Letter Writing. Meanwhile, stay updated about the [SSC MTS](#) exam pattern, vacancies, etc.

Before we take a look at the format for the informal letter it is important to understand the meaning of an informal letter.

Writing Style for Informal Letters - SSC MTS Descriptive Test

- The name itself suggests that an informal letter would intend to be more casual in approach
- therefore, the writing involved will be short, simple and friendly depending on your familiarity with the recipient.
- An informal letter is written to friends, family, acquaintances etc. for personal communications.

Informal Letter Format - SSC MTS Descriptive Test





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Now that you know the basics involved in writing informal letters, it's time to learn more about the format of informal letters.

What is 'format'?

A format entails the basic structure and presentation of your content.

What is the format for Informal Letter Writing?

An informal letter comprises of following elements -

1. *Address (Personal/Recipient's)*
2. *Date*
3. *Salutation/Greeting*
4. *Beginning*
5. *Main Content*
6. *Ending*
7. *Signature*

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Let's now get the essence of writing an informal letter by considering the importance of each element mentioned above in the format for informal letter one by one.

1.) Informal Letter Format - Address

1. **Personal Address** - Put your address on the **top right corner** and don't miss out on the pin code and name of the country you are writing from for instance -

*B-38 Agnipath Apartments
211001, Allahabad, Uttar Pradesh
India.*





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2. Address of the Recipient - Along with mentioning the receiver's address on the front face of the envelope also, mention the address on the **top left corner**.

2.) Informal Letter Format - Dates

Date - It is very important that you mention the date in correct format while writing a letter on the right hand side, just **below your address**. The correct format is mentioned below!

Date - November 22, 2017

3.) Informal Letter Format - Salutation

Salutation (Head) - 'Dear' is the most commonly used salutation also write the first name of the recipient followed by a comma after the name, don't write 'Dear friend' always write a name.

Dear Shreyas,

4.) Informal Letter Format - Beginning (Neck)

Beginning (Neck) - Unlike formal letters the beginning of an informal letter is companionable. It always contains questions relating to the receiver's well-being as well as that of those around, the most used once are -

- *How are you?*
- *How have you been?*
- *How is life treating you?*
- *I hope you are doing well*





5.) Informal Letter Format - Main Content (Body)

Main Content (Body)- Divide your entire content in paragraphs. While writing try to assess how you would interact with the receiver one on one. Also, take a good care of grammar, spellings and punctuation otherwise there will be an unnecessary loss of marks.

- In the 1st paragraph state the reason you are writing the letter for.
- In the following paragraphs write about the reason keeping the tone simple and communicative.
- In the last paragraph conclude your matter.

Ending (Tail) - Once you have concluded your matter, end your letter using a nice and warm closing statement like -

- *I am looking forward to seeing you.*
- *I am looking forward to hearing from you.*
- *I can't wait to see you soon.*

6.) Informal Letter Format - Signature

Signature - Sign off from writing using a nice phrase followed by a comma and then just below that write your name

Lots of love,
Aneri Singh

Sample Format for Informal Letter - SSC MTS Descriptive Test



Furthermore, have a look at the example given below to give your understanding of format for informal letter a final touch, follow the draft given below in order to not lose unnecessary marks in SSC MTS Descriptive Test.

Q) Write a letter to your younger brother advising him on Saving Money & being financially aware.

B,38 Agnipath Apartments,
211001, Allahabad, Uttar Pradesh
India.

November 22, 2017

Dear Shreyas,

How are you? I hope you are doing fine, here mother and father are also doing well. It's been a while since we got in touch so I finally decided to write you a letter. You seem to be having such a great time in your new college and city that you chose to stay back in college even during vacations.

Yesterday father paid your credit card bill, he didn't say a word but I could sense how disappointed he was! Not like an elder sister but a friend I would advise you to check on your expenses. I understand the enthusiasm of being all by oneself in a new city, the fun in roaming around with friends as I have been there and done that. It is good to step out in the world and live to the fullest but at the same time, we have to be judicious.

Parents are willingly paying for all the expenses as they don't want you to lose any opportunity and experience but it is you who should be taking care of how wisely the money is used. Try to be holistic in approach and define your priorities. Chalk out a list of your daily expenses and strike out all the



unnecessary once, try to stick by the list for a week or so gradually you will be able to cut down the extras.

As they say "a penny saved is a penny earned" therefore, handle the money given to you with maturity and yet continue to live life king size as the best things in life are free. At the end, I would like to wish you all the luck with your studies and other endeavours. We all miss you badly so try to come as we all can't wait to see you.

*Yours Loving,
Shreya*

Now that you know all about the format for informal letter also, visit the following articles in order to be well aware.

[**Learn to Write Formal Letters Here!**](#)

[**Write Impressive Essays for SSC MTS Descriptive Paper**](#)

Give your preparation a firm base and your mind the confidence to solve all types of questions in which ever exam your preparing to sit in, visit the link below and start preparing now!

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