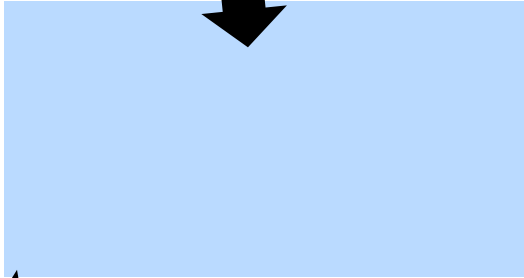


Writing an Informal Letter

Your address

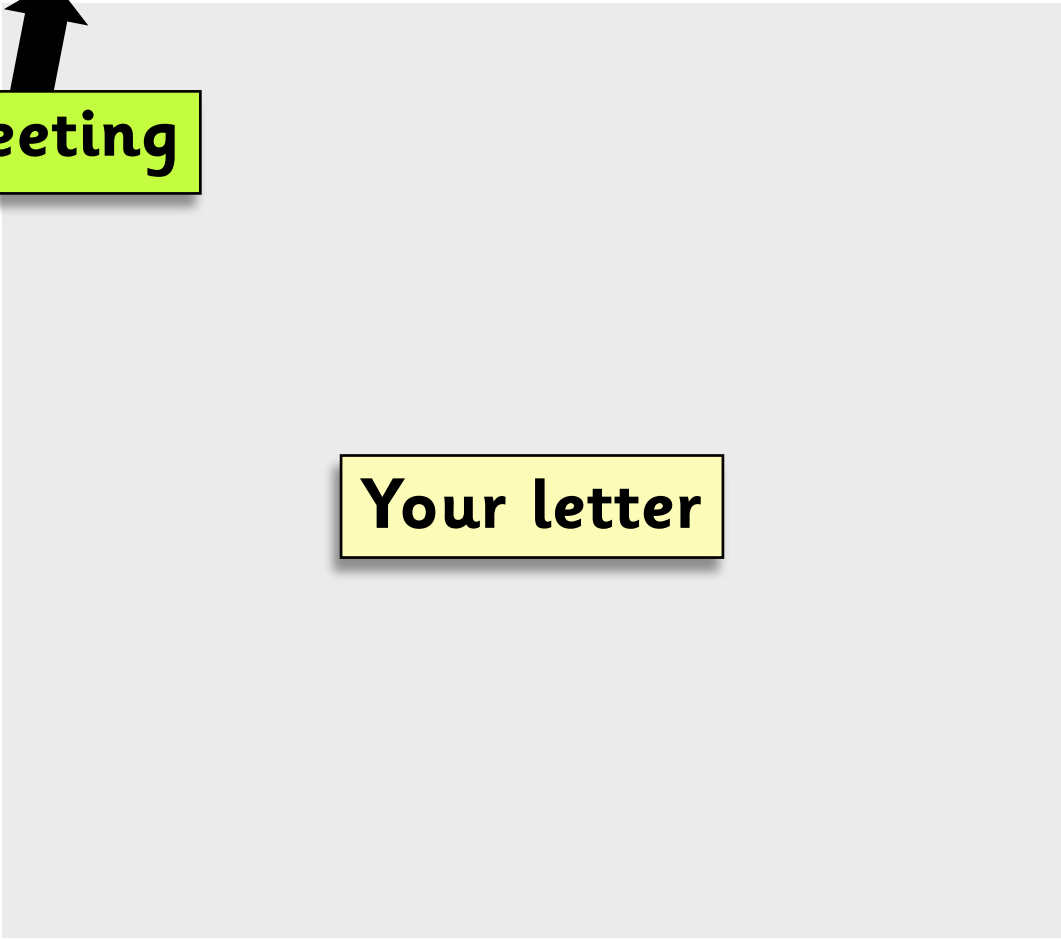


Date



Dear/To/Hello/Hi

Greeting



Your letter

With lots of love,
Bye for now,/See you soon,

Closing farewell

Use a **friendly tone** *and* **ask questions**

Use a friendly tone

Use a friendly manner and write to the person a little like you would if you were talking to them.

Ask questions

Ask the recipient questions. Make your writing conversational and chatty.

Closing your letter

End with a friendly statement and then sign with your first name.

See you soon,

[Your First Name]

