

INFORMAL LETTER

What is an Informal Letter?

Every person writes a letter at some point of time in his life. Letters not only carry formal discourses but are also means of friendly conversations. How language and vocabulary is used in a letter reflects the skills and finesse of the writer as well. Therefore, it is essential to master the skill of writing a good letter from an early age.

Informal letters or friendly letters help us to keep in touch with our family and friends. It gives us an insight into their lives and experiences while we share a part of us at the same time. For this mutual exchange to occur satisfactorily, we need to study the basic rules and polish our skills through practice.

Format of an Informal Letter

Sender's Address

(XYZ Society, _____)

Room No, Street Name, _____

Land mark, _____

Locality, City/Village Pin code)

Date: (DD/MM/YYYY)

Salutation, (Example: Dear)

Introduction: (Greet the person to whom the letter is addressed and reassure of your own well-being. Introduce the purpose behind writing your letter.) _____

Body Paragraph: (Elaborate on the purpose of writing the letter by giving detailed information regarding the same.) _____

Conclusion: (Summarise all the points mentioned in the letter without further elaborating upon them.) _____

Subscription:

(Example: Yours truly/affectionately,)

Sender's Signature

Sender's Name

Points to Remember

- The address of the person writing the letter is noted at the top left-hand side of the sheet.
- The address is followed by the date the letter is written.
- The salutation in an informal letter carries the name of the receiver preceded by an endearment (Example: Dearest XYZ)
- The salutation is preceded and followed by a blank line.
- The letter should be written (preferably) in three paragraphs.
- Restating your reason for writing the letter in the concluding paragraph is essential.

Types of Informal Letters

Informal letters can be classified into various types based on their content. They include

- Letter of permission
- Letter of condolence
- Letter of invitation
- Letter of information
- Letter of apology
- Letter of appreciation

Tips to Writing an Informal Letter

- Collect all your thoughts before beginning to write the letter.
- Make a rough list of all the important things that you wish to share.
- Take time to write the letter in a neat handwriting with readable letters.
- Maintain a free flow of ideas. Avoid skipping from one point to the other.
- Avoid scribbling or cancelling what has already been written.

Sample Informal Letters

Sample 1

Vinay writes to his friend describing a school trip.

Vinay Kumar
Bhageshwar Bhavan
Gokhale Road
Mahim, Mumbai 400016
4th January 2015

Dearest Mahesh,

It has been a long time since you wrote to me, so I decided to write to you myself. I hope this letter finds you in good health. I am writing because I wanted to share a recent experience with you.

My school had recently organised an educational trip to Gujarat. Twenty-seven of us signed up for the trip. We left early in the morning by train and stayed there for seven days. A few of our teachers also accompanied us on the trip. We visited different historical structures there. The architecture of the palaces and the temples was breathtaking. We were also taken to the local markets where we saw a variety of handicrafts that you will never find in the cities.

In addition, the teachers organised a surprise trip to a few handloom factories, where we got to peek closer into the lives of the factory workers. We were also taken to villages near Kutchh, where village potters turned wonders out of clay. We went to Jamnagar to learn *bandhani* or tie and dye. A visit to a manufacturing unit that weaved Patola sarees was a beautiful experience.

We went camping on the last day of the trip making our trip a memorable one. I have enclosed some photos from the trip. I hope you like them. Do write back to me soon!

With lots of love,

Yours truly,
Vinay Kumar

Sample 2

Renu writes to her maternal cousin Rajina inviting her to come and stay with her after exams.

Renu Jyoshi
12, Poonam Chambers
Karol Bagh, T. M. Marg
New Delhi, 888 021
20th March 2015

Dearest Rajina,

I recently spoke to Aunt Sarita, and she informed me that your final exams will be over soon. She is unhappy that you have become a bookworm and do not get involved in any physical activities. I suggest that you come and stay with us at least for a fortnight during the summer vacations, so that you can have some time off post your exams.

It has been two years since we last saw each other. If you come over, I will be extremely pleased to spend some good time with you again. I know you will recall the many happy summers we spent in our ancestral home as children. It will be a great opportunity to relive those memories. I could invite all our cousins and enjoy a lovely summer vacation. I understand and appreciate your dedication towards your studies. But you cannot ignore that fact that a little bit of recreation is always beneficial. The saying 'all work and no play makes Jack a dull boy' is true to its word. If we do not find time to re-connect to our inner selves and rejuvenate our spirits, our health will have to pay the price for it in the long run.

I hope that I have been able to convince you to accept my invitation. I assure you that we will have a great time and you will not regret the decision. Do let me know what you think!

Yours truly,
Renu Jyoshi

Sample 3

A mother writes to her daughter studying away from home, who is in her final year in school.

01, Mukherjee Nagar
J. B. Society Road
Allahabad
26th May 2015

Dear Prachi,

I wish this letter finds you in good health. I cannot believe that you have reached your final year at school. I still remember the little girl dressed in a white frock, brimming with excitement on her first day at school. You have come a long way from there and made all of us proud in the process.

Since this letter will reach you around your birthday, I am enclosing a small surprise for you. You will find a gift voucher of Rs 2000 with this letter. It is a voucher of your favourite superstore near your hostel. Please go ahead and indulge yourself on your birthday with the money. Although I am sure you will use the money wisely, I must advise you to save a little amount if possible. The sooner one learns to save, the better it is. Saving money teaches us to discern between wants and needs. People who understand this distinction go a long way in life. Everyone works to earn money; however, when they have it, they forget the efforts they put in and blindly spend it. This should not be the case. The proverb 'Money saved is money earned' very well sums up all that I have to say.

I hope you have a great birthday, though your presence is dearly missed here at home. We all look forward to meeting you soon in the vacations.

Love,
Mom

Sample 4

An uncle writes to his niece who will be starting her college life.

17, Lawrence Society
Oval Park Road
Colaba, Mumbai
8th June 2015

Dearest Komal,

Since you will be going to college this year, I take this opportunity to give you some good advice. You must have heard the proverb, 'A man is known by the company he keeps'. Well, this is not just a proverb. It has a lot of meaning and in this letter I would like to point out just how important it is to make good friends and be in the company of good people.

You see, people assess and judge us by our outer appearance and behaviour. These factors determine our position in society and the privileges we receive. You must have noticed that those who dress smartly and speak confidently attract attention. They are treated as responsible people and given more opportunities to progress and flourish. As important as these two factors is the company one keeps. As I've stated before, the friends we make and the people we choose to be acquainted with has a profound effect on our lives. Well-mannered, hard-working people have a positive impact on everyone around them. They radiate optimism and inspire others to work hard. They are not difficult to find. They stand out in a crowd. Their qualities are transferred to their companions too.

You are a quick learner; therefore, I advise you to be cautious about the people you meet during your college life and learn to differentiate between a positive and negative influence. I hope to see you in good company and reach new horizons in college too.

With lots of love,

Yours truly,
Pravin Uncle

Sample 5

A father writes to his son out of concern following a complaint from the teacher.

7, Kripa Nagar
Jayanti Marg
Khopoli
24th November 2015

Dearest Keval,

I received a call from your class teacher last week and what she told me distresses me deeply. She told me that you have begun losing interest in your studies and are become very lazy. This is not the kind of feedback I expect to receive from your teachers.

I hope you are in good health. If you have been unwell, please let us know. You have always been a bright child and this sudden change in your behaviour is worrying me and your mother deeply. Do remember that though we are physically far away from you, we still love you and will always be there for you. If the decline in your academic results is due to external pressure such as bullying by friends or teachers, bring it to the notice of your class teacher or the principal immediately. If something else is distracting you from academics, sit back and evaluate how it has been affecting your performance at school lately. Remember that your future can be moulded or destroyed by your own hands. You are studying at one of the most premium educational institutions of the country and know that we have been able to admit you there with great difficulty. It is therefore, your responsibility to stand true to the expectations we have from you.

I hope my letter helps you find your path.

Yours lovingly,
Dad

Sample 6

Ratn invites Ravi for a road trip.

12, Kanauj Housing Society
Zinc Highway Road
Malad (West)
15th June 2015

Dearest Ravi,

I write this letter to invite you to join us for a road trip to Raigad. Mahesh, Kunal, Raman, Arav and I have planned to go for a road trip to Raigarh Fort in Mahad.

You have missed many reunions, and I dearly wish that you can make it to this one. It will be an excellent opportunity to catch up on past events. We will be going on three bikes just like we did in college. We will leave on the 5th of July and be back by the 10th of July. Since it's the rainy season, the weather will be cool—another plus point. We have chalked out the map including a total of seven places we plan on visiting. They are Birla Ganesh Temple, Harihareshwar beach, Jijamata Palace, Karnala Bird Sanctuary, Mandwa Beach, Queen's Palace and Raigarh Fort. If you have any suggestions regarding any other place worth visiting, then let me know and I will add them to our plan.

Do write to me as soon as possible confirming your willingness to participate. We can modify the dates of the trip should they clash with any of your work schedules since all of us are relatively free during July. Once again, I urge you on behalf of our entire group to try to make it.

Yours truly,
Ratan

Sample 7

Rohan thanks his grandfather for a birthday gift received.

12, A. B. Patel Apartments
Vinayak Marg
New Delhi
5th August 2015

Dearest Grandpa,

I would like to extend my whole-hearted gratitude to you for the priceless gift you gave me on my birthday. I know how much we cousins desired for this pen and for you to gift it to me is indeed a dream come true.

I will always see this pen as your blessing and treasure it as long as I can. Writing with this pen gives me great pride and happiness. I have been boasting about it to all my friends. The fact that you wrote letters with this pen during your years as a freedom fighter only adds to its worth. Moreover, the pen always takes me back to my fond childhood days that I spent with you and grandma. It reminds me of the days when you held my hand and taught me to write, the games we played and the laughs we shared. This pen binds me to you and our entire family. It also keeps me connected to my childhood thus helping me stay grounded in times of doubt.

I cannot thank you enough for this valuable gift. At times, I feel unworthy of owning it, but I try my level best to become deserving of it. I would like to come personally and thank you and grandma for giving me the best gift of my life. I'll try to visit y'all next week. Until then, give grandma my regards.

Yours affectionately,
Rohan

Sample 8

Reema writes to her aunt informing her about an award she has received.

A/508, Gokul Nivas
Tilak Road, Pratap Nagar
Vasai, Mumbai 400 020
5th February 2015

Dearest Aunt Sarita,

It is with great pleasure that I write to you today, and I am sure that you will also be glad to hear what I have to share. I have been chosen by my school to receive the Pandita Ramabai Award for social service and educational aid towards fellow students.

The award will be granted to me at the Annual Prize Day to be held on the 5th of March 2015 in our school. I am asked to invite my parents to witness the event and share in my joy. I was recently told by my class teacher that my efforts at helping my classmates in studies had not gone unnoticed by my teachers who recommended my name for it. It is indeed a great honour for me to receive this award which has rarely been bestowed on students before. In addition, my joy was multiplied when I was told that the Principal, who has been my role model, will herself be granting me the award. This occasion will surely be etched in my memory with great fondness.

In addition to my parents, you too have been an instrumental force in shaping my character. I therefore thank you on this occasion for the role you have played in my life and attribute this award to you and my parents.

Thanking you,

Yours truly,
Reema Joshi

Sample 9

Pooja apologises to her aunt for a mistake.

Party Cake Stores
S. V. Road
Bandra 400 050
15th January 2015

Dear Aunt Amrita,

Please accept my apologies for not ordering Kruti's wedding cake according to your instructions. I understand that the details shared by you were keeping in mind the history of the couple, and if I had carefully followed your instructions, the evening would have been a great one.

I have no excuse for the blunder I committed and the commotion that followed thereafter. I accept that I behaved very irresponsibly, and that my mistake dampened the celebrations that evening. Do know that it was unintentional and I would never dream of spoiling my own cousin's wedding. The burden of duties led me to overlook details of the cake. I did not realise how important the details of the cake were for the couple.

I will be extremely grateful if you accept my apology and help me lighten the burden of guilt from my shoulders. I hope to gain your forgiveness so that we can put this matter behind us and move ahead.

Sincerely,
Pooja Sathaye

Sample 10

Ravi thanks his friend for helping him financially and promises to make him proud.

66, Jayant Society
P. R. Cross Road
Borivali (East)
27th March 2015

Dearest Dave,

I am extremely grateful for the monetary aid you provided in my time of need. Your support has come to me as the answer to my prayers at a time when both my hope and self-esteem were at their lowest.

As you know, my father recently lost his job. As a result, it has been very difficult for us to meet our daily needs. In addition, I had to take up a part time job which made continuing my education a distant dream. I had absolutely no means of sourcing the fifteen thousand rupees needed for my admission to the next year of college. The situation was so bad that it almost brought me to the verge of withdrawing my admission. If it wasn't for your help, I would have been working full time instead of attending college.

I am obliged to you for your kindness. I assure you that you have not spent your money in vain. I will work harder than ever and make you proud. My safe future is realised through your kind assistance, and this kindness will never be forgotten. I do not have sufficient words to express how grateful I really am.

Thanking you,

Yours truly,
Ravi Kumar