

INFORMAL LETTER



You use the informal letter layout when writing to a friend or a member of your family.

Your address in the top right-hand corner of the page.

15 Your Road,
Your Town,
Your County,
AU44 6NE

There's no need to put the other person's address in an informal letter.

24th September, 2010

The date is written here.

The name of the person you are writing to.

Dear Jimmy,

This is where the content of your letter goes. You can write as if you're talking to your friend. You can even use slang.

Don't forget you still need to write in paragraphs.

How you sign off depends on how you feel about the person. It could be:

Yours truly,
Yours,
Love,
Best Wishes,

Love,

Your name.

Sarah