

## Example of an Informal Letter

No 11, Pearl Road,  
43000 Kajang, Selangor  
Malaysia

Address

9 July 2009

← Date

Greeting →

Dear Daniel,

Opening →

How have you been? I hope my letter finds you in the best of health and spirits. It has been almost a month since I transferred to the boarding school.

Contents

I am very happy in my new school. The classes and dormitories here are very spacious and cozy. There are well-equipped science laboratories and a huge library with a great collection of books. Our school also has amazing sport facilities such as swimming pool, horse riding trek and archery range.

On the other hand, this school implements strict timetables. We are required to be punctual for all classes including academic and extracurricular ones. There is also a very strict discipline about uniform, behavior and cleanliness. Though it was difficult when I came here for the first time, I am now beginning to adapt to the rules here.

Ending →

I believe my life here will be interesting and enjoyable. Although I have made many new friends here, I still miss you and our friends. Please, send my regards to your parents.

Yours sincerely,

← Sign off

*Abraham*

← Signature