

# Y4: Informal Letter

## Learning Journey



## Book Link



## Informal Letter

An informal letter is a personal letter written to someone you know well, like a friend or family member, using a casual and friendly tone, often sharing personal news and updates about your life, unlike a formal letter which follows stricter rules and is used for professional communication.

## Informal

- Short sentences ✓
- Lack formal grammar and vocabulary ✓
- Contractions e.g. I'd... ✓
- Idioms e.g. On point (good) ✓
- Active voice ✓  
e.g. I completed the application form.
- Phrasal verbs e.g. Look into ✓
- Abbreviations e.g. ASAP ✓
- Exclamation marks ✓
- Imperatives (start with a verb) ✓  
e.g. Complete the form.

## Greetings and Complimentary Closes

- |   |  |   |
|---|--|---|
| <p>Dear...</p> <p>Dearest...</p> <p>My friend...</p> <p>To...</p> <p>Hey...</p> |  | <p>All the best,</p> <p>Best wishes,</p> <p>Love from,</p> <p>See you soon,</p> <p>Speak later,</p> |
|---|--|---|

## Sentence Starters

- |   |  |  |
|---|--|--|
| <p>As soon as I...</p> <p>I can't wait until...</p> <p>Wait until you hear about...</p> |  | <p>Did you ever think that...?</p> <p>After that happened...</p> |
|---|--|--|

## Does your informal letter include...

the sender's address?	
the date?	
an appropriate greeting?	
an introduction?	
paragraphs around a theme?	
writing in the first person?	
vocabulary that shows a chatty, informal style?	
places where the writer addresses the recipient directly?	
a conclusion?	
a complimentary close?	
the sender's name or signature at the end?	