

INFORMAL LETTER

How to write

STEPS OF WRITING

1. Address (the upper right corner)
:::: *nponyck*::::::::::
2. Date (the upper right corner)
:::: *nponyck*
3. Greeting (Dear First Name,)
:::: *nponyck*::::::::::
4. Introduction, reason(s) for writing
:::: *nponyck*::::::::::
5. The body of the letter or explanation
:::: *nponyck*::::::::::
:::: *nponyck*::::::::::
6. Closing remarks
:::: *nponyck*::::::::::
7. Signinig off or farewell phrases
:::: *nponyck*::::::::::
8. My name (Just name)

SCHEME

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ADDRESS

Вы должны начать письмо, указав свой адрес в правом верхнем углу. Необязательно писать полный адрес, достаточно указать название города или страны.

It should have:

- Post box Number_____
- Name of the City_____
- Name of the Country_____

DATE

Right under the address we **must** write the date. The date can be written in these ways:

English variant:

10 February 2013 or 10 Feb 2013 or 10th Feb 2013.

American variant:

February 10, 2013 or Feb 10, 2013 or Feb 17th, 2013.

GREETING

Greet the person by writing

- ◉ Dear _____,

Don` t forget to put comma after the name of the person. Example : Dear Jane ,

Dear Ann,
Hi! How` s it going?

INTRODUCTION

Start your letter with word like:

- ◉ How are you?
- ◉ Sorry, I could not write to you earlier....
- ◉ I am so happy to tell you...
- ◉ You will be glad to know that....

In this part, also tell why you are writing the letter.

THE AUTHOR

A) Thanks a person for something:

Thanks for..., Many thanks for..., How nice of you to...

B) Apologises:

I really should have written sooner..., I must apologise for not writing...

MAIN BODY OF THE LETTER

In the main body of the letter you need to touch upon all the points concerning the topic. In our case, the main part of the letter will consist of four paragraphs, in which you consistently answer all the questions posed by the addressee.

CLOSING REMARKS

At the end of the letter the author usually gives the reason of why he or she finishes the letter.

Anyway, I'd better go now.

I've got loads of homework to do tonight.

And reminds about contacts like:

I'll write again soon.

Looking forward to seeing you.

Hope to hear from you soon.

Reply soon

Waiting for your letter

That's all about me for now

SIGNING OFF

The signing off phrase is compulsory. You must put comma after it. Let`s look through the variants:

Less formal:

I love you so much, Lots of love, Love,

Neutral:

Best wishes, All the best,

More formal:

Yours,

“With love,” sounds a bit romantic and you should avoid it if you write to somebody of the same sex or a friend.

YOUR NAME

- Your name (without surname):

Steve, Kate

It can be written both on the left and right corner of the paper.