

Informal Email/Letter

Step 1: Salutation

Depending on the level of familiarity with the person you know, you can use “Dear [Name],” or “Hi [Name]”.

Hi [Name], (if writing to a friend or close family member)

Dear [Name] (if writing to teacher/distant relative)

Step 2: The opening paragraph

When beginning your informal email/letter, you should start with a greeting and outline the topic of the letter

Thanks for your email (a greeting) – photography sounds cool as a hobby. I’d love to share what I do for fun and give you some tips. (the topic/main idea)

Step 3. The next paragraphs (main content)

In the next paragraphs, you give more details about why you are writing. Give relevant information, but don’t expand too much. Here we need to mention all the other important details that were provided in the assignment.

Step 4: The last paragraph

Here is where you want to create a lasting impression on your reader. You can ask any questions but also highlight some form of action you want them to take.

What got you into photography? Share some pics! (ask questions) Hope to hear from you soon. (call to action)

Step 5: Closing and signing off

When signing off, look at how you started your email. Your first name should then be written under this.

Best wishes, – friendly option

[Your Name] – remember to write your first name beneath

Tips for the Informal Email

- Begin your letter by responding to the input.
- Remember, the letter uses informal language.
- Try to avoid using exactly the same words that appear in the notes.
- Make sure you have included all the points from the notes.
- Use an appropriate closing formula.
- Decide what each paragraph will say before you start writing; each paragraph should have a specific purpose.
- Imagine you are really writing the letter and put yourself into the writer's position.
- Check your work for accuracy, punctuation and spelling.

A good informal letter should be:

- 1- Engaging – personal and chatty language
- 2- Concise – short, to the point with warmth
- 3- Correct – error-free (grammar, spelling, punctuation, content)

Keep your readers in mind when writing:

- Set a friendly tone
- Use casual language
- Give relevant details or information clear, fun and understandable