

CLASSIC CLASSES (ANKUL SIR)

We stress learning, not teaching.....

INFORMAL LETTER - Some More Techniques & Tips

An informal letter is a letter that is written in a personal fashion. You can write them to relatives or friends i.e to anyone with whom you have a non-professional relationship.

An informal letter is perhaps the most common of letters. It is any letter that is written to a friend, a member of the family, a close relative or to any person who is extremely close to you or well acquainted with you. Informal letters are written from time to time to deliver good news to people, or to inquire about their health, or to convey a festival's greetings, birthday wish, or even simply to maintain some contact with a person close to you.

Elements:

- address
- date
- opening
- body / content
- closing / end
- signature
- Address

Date

Example:

Standard Format: 22 November, 2011

Body

The contents of your letter should be written in a personal and friendly tone. However, it's important to adjust your use of language to the person you are writing to. A good way of assessing how you should write is to think about how you would interact with each other in real life.

- In the first paragraph of your body, you should state your reason for writing.
- In the second and following paragraphs, expand on what you mentioned in the first paragraph.
- In the final paragraphs, you can make some concluding remarks.

Sample Opening Sentences

Your opening should be casual, and not as stiff as they would be in business letters.

Examples:

- How are you?
- How have you been?
- How is life treating you?
- How are the kids?
- I hope you are doing well
- I hope you and the kids are having a great time in. . . .

Ending

Closing sentences examples:

- I am looking forward to seeing you.
- I can't wait to see you soon.
- I can't wait to hear from you.
- I am looking forward to hearing from you, I hope to be hearing from you soon.
- See you soon.
- Send my love to. . .
- I hope you are doing well.
- Give my regards to. . .

Signature

In terms of signing off, the choice is yours and you have a lot of freedom here. Here are some examples:

- Best wishes,
- Best,
- Kindly,
- Kind regards,
- Best regards,
- Lots of love,
- Love,

Sample Template:

From,

Date-

To,

Dear _____ [name of person]

Hello! How're you? How's the weather there? It's extremely warm here. I hope you and everyone else is doing well.

I'm very busy here with _____ (mention some reason i.e exam preparation/project preparation etc) _____. There's a lot of work to be done. Time is extremely precious. I cannot wait to meet _____.

I'll be coming to _____ for a conference/wedding/meeting. We have to meet up then. Do write back soon. I'm waiting for your reply.

Take care,

Love,

Example 1:

Write a letter to your friend expressing your inability to attend his sister's marriage.

Dear Raju,

I thank you very much for your kind invitation to attend your sister's marriage. However, I am sorry to say that I shall not be able to attend the celebrations.

You know my brother Kamal, who is a lecturer in Mathematics in California, the US, is coming here for a few days. As I am weak in Mathematics, I want to avail this golden opportunity to make up my deficiency in the subject.

Hope you understand my situation.

Pay my regards to your parents and best wishes to your sister for a most happy and content marital life ahead.

Yours sincerely

Example 2:

Write a letter to your friend who is hospitalized consoling him & wishing a speedy recovery.

Dear Raju,

I hope this letter finds you in much better health and spirits. I was relieved to know that you are now out of danger. We must thank the Almighty for having given you a new lease of life.

I am happy to hear that you are on the road to recovery. As you know, life is a mix of joys and sorrows, and now that you have seen pain, it is now the turn of joys to come in your life.

We have discussed about your illness with our school Principal and he assured that you need not worry about your studies, since you have been academically brilliant, therefore, you will be promoted to the next class on the basis of your past performance.

Take care. Our best wishes are always with you.

Yours Loving Friend

Example 3:

Write a letter to your uncle requesting him to bring an advanced computer for you.

My dear Uncle,

I hope you all are hale and hearty. Recently, a friend of mine told me that an advanced laptop with high configuration has been developed in the (name of country). I have heard that this laptop is an improved version, with great number of unique features in terms of huge memory, fast processing power and advanced multi-tasking features.

I shall be grateful to you if you can kindly bring one such laptop for me during your next visit to us in (name of country). Since this is an age of information technology, this handy machine will help me keep abreast with new-age technology greatly.

Regards,

Yours Loving Nephew

Example 4:

Write a letter to your brother advising him not to indulge in unfair means of cheating in exams.

Dear Harith,

Hope you are doing great.

Accept my congratulations on your having got admission in XI class.

I have been told by some of your friends that you firmly believe in copying and using other unfair means to achieve success in the examinations. You must not forget that only hard work and honesty win in the long run and by inculcating these traits only, you can bring laurels to your school, home and society.

Success, which is achieved through unfair means, does not give concrete knowledge. It provides transitory pleasure which turns into frustration and inferiority complex for the rest of the life. Besides, unfair means won't help you in passing higher examinations and competitive examinations. Copying is, in fact, a slur on the fair name of education and society. Hence, you must never indulge in unfair means for achieving success in examinations.

Hope you will adhere to this useful advise from your 'big bro' as you lovingly call me.

Yours affectionately

Example 5:

Write a letter to your friend congratulating him on his achievement.

Dear Friend,

My joy knew no bounds on receiving your letter yesterday informing that you have passed the most challenging examination <name of the exam> with distinction in all subjects. It is also very heartening to know that you came first in your school.

My parents are also extremely happy to know of your brilliant success. We are all proud of you and send you our heartiest congratulations. There is no doubt that your hard work has borne fruit.

I wish I could be with you to share this great moment of ecstasy. We send our best wishes and pray to the Almighty that He may provide you many such opportunities in your life.

Yours sincerely

Example 6:

Write a letter to your friend expressing sadness on the demise of his dear mother and comforting him on the great loss.

Dear Harpreet,

I was shocked beyond words to hear about the sad and untimely demise of your beloved mother. She was quite hale and hearty when I met her last month. The news was like a bolt from the blue.

I do not have words to express my anguish as it is a great loss to you and all other members of your family. Your mother was a very kind lady and was always helpful to others. She possessed great qualities of head and heart. Her death is a great personal loss to me as she loved me like her own son. I cannot believe that she is no more with us and has left for her heavenly abode.

You have to bear this loss with patience and courage. The death is ultimate truth and no one can escape from its clutches. Be bold and look after your father and your younger brother. Time will surely heal your wounds in due course. My sympathies are with you.

May God rest her soul in peace!

Yours

Example7:

Write a letter to your friend congratulating him for his upcoming marriage.

Dear Friend,

I have been revealed that your marriage is likely to take Place in the near future. I am very pleased to know this and my sincere congratulation to you for the occasion.

Please let me know the detailed programme of your marriage ceremony so that I can apply for leave in timely manner accordingly to render some help to you for this great occasion. I guess the betrothal ceremony might have been held some time ago. Let me know when the wedding bells will ring and who is going to be your best man.

Wishing you a very happy and contented marital life in advance!

Yours sincerely

Example 8:

Your Friend has Recently Recovered from Illness. Write a Letter Asking him to come and Spend some time with you for Rest and Change.

My dear Friend,

I just received your letter and am very happy to read that you have recovered from illness. I congratulate you on your recovery.

After prolonged illness you must be feeling weak and dull. So it would be very nice if you come to my place for a few days. It would provide you some rest and a great change.

The weather here is very pleasant these days and will be invigorating for you to get back into high spirits. This is really a nice place for regaining your health and vigour.

Hoping to hear from you soon.

Yours Sincerely

Example 9:

You parents have received a marriage proposal for your uncle. Your father asked you to visit the girl and her family for your opinion. Write a letter to your parents stating the impression you have formed of the girl and her family.

My dear Father ,

I received your letter and came to know that there was a marriage proposal for our dear uncle.

As desired by you, I met the concerned girl and her family yesterday. The girl is a graduate and has done a diploma in Mass Media and journalism. She is fair-complexioned and is of medium height. She is well behaved and soft-spoken. I think that she will be a good match for our uncle.

All the family members are very hospitable, cultured and well mannered and are neither ultra-modern nor conservative. On the whole, the girl and her family have left a very favorable impression on me.

Pay my regards to dear mother, uncle brother and love to sister.

Yours loving son

Example 10:

You have abruptly broken away your friendship with a very old friend. Write a Letter to him explaining your conduct and offering the hand of friendship again

Dear Shikhawat,

Hope you are doing well.

I regret to convey my feelings that our friendship which had been holding good for a very long time seems to have ended abruptly.

In fact, in a heat of debate, I completely forgot that debate is an academic exercise and it does not involve anything personal, which should not culminate in snapping of childhood ties. When your speech cut my points and you spoke against me, I got offended. It was a blunder on my part to take the whole thing as an insult and lose my temper.

After deep deliberation, I have come to the conclusion that I should not have made it a prestige issue. As far as your conduct is concerned, it was spontaneous and above board.

I, therefore, apologies to you and extend my hand of friendship again hoping that you will not disappoint me.

Looking forward to a positive reply

Yours sincerely

