

Writing Letters

Formal and Informal Writing



Letters

Think about a time when you received a letter...

Who was the letter from?

What was the letter about?

Did you reply to the letter?



Letter Writing

Letters can be sorted into two categories; formal and informal writing.

Formal letters are sent to someone you don't know well. They can be sent for a number of different reasons, including making a complaint or organising an appointment. They are set out in a formal way.



Informal letters are sent to someone you know. You might send someone a thank you card or a postcard when you are on holiday.

What is Formal and Informal Language?

Formal language is used in situations that are serious, or that involve people we don't know well.

Informal language is used when you talk to your friends and family.



FORMAL LETTER FORMAT



Sender's Address → 2468 Oceanside Drive, Ocean City NJ 08226

Date → November 22, 2020

Receiver's Address → Mr. Lawrence Jefferson
Community Outreach Liaison
Oceanic Aquatics and Associates
369 Atlantic Ave.
Ocean City NJ 08226

Greetings → Dear Mr. Jefferson

Subject → On behalf of The Will to Serve Youth and Young Adults Outreach Program, we would like to extend a warm thank you for your financial contribution as well as assistance in helping our program provide the assistance and resources our youth and young adults need to get the appropriate training and skills development experience needed to successfully obtain stable employment.

Body → We are inviting you to join us as we celebrate our 10 years of successful community service. We would love for you to be our guest speaker as well as receive the "Supporter of the Year Award" as we acknowledge your organization for its wonderful contribution to our high success rate this year. To show our appreciation, our youth and young adults have put together a special skit they would like to perform for your organization as well as made a special appreciation plaque which they would like to present to you on this day. It will be held Saturday, December 12th at 6:30 pm. Please contact us at (510) 236-9876 if you can attend. We will provide further information during your call. We look forward to celebrating our 10th anniversary with you. Have a wonderful day.

Closing of the Letter → Respectfully Yours,

Signature → Tammy Wilson Co-founder

Informal Letter Format

[Address of the Sender]

Date:

Dear (name of person),

Body of the letter:

Paragraph 1: Ask for the well-being of the person

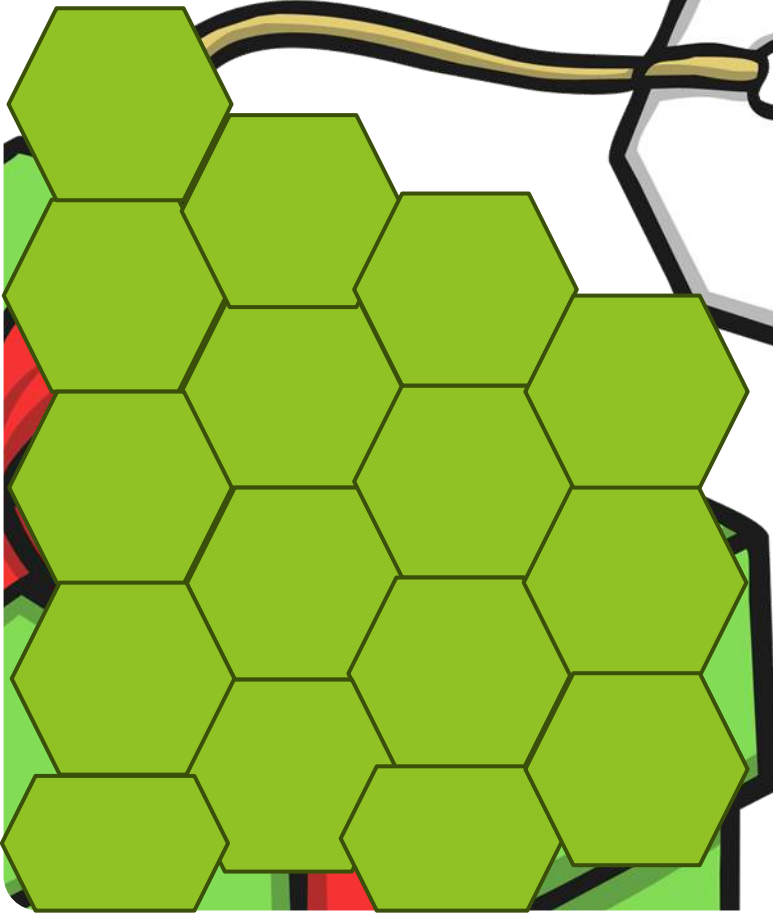
Paragraph 2: The main reason to write the letter

Paragraph 3: Conclusion and end of the letter

Yours lovingly,

[Name of the sender]

Formal or Informal?



For David.
Hope you enjoy this. Dad and I
thought it would make you
laugh! Don't use it all at once!
Love from Mum xx

Informal