

# Informal letter

You use the informal letter when writing to a friend or a member of your family.

Your address in the top right-hand corner of the page

There's no need to put the other person's address in an informal letter.

*15 Your Road,  
Your Town  
Your County  
A144 6NE*

*24th September, 2009*

The name of the person you are writing to.

*Hi Jimmy,*

It could be:  
Dear Jimmy,  
Hello Jimmy,

The date is written here

It could be:  
24th September, 2009  
September 24  
24 September  
September 24 th

*This is where the content of your letter goes.  
You can write as if you're talking to your friend.  
You can even use slang.  
Don't forget you still need to write in paragraphs.*

How you sign off depends on how you feel about the person.  
It could be:

*Love,*

Yours truly,  
Yours,  
Love,  
Best wishes,

*Sara*

Your name