

Keeping in Touch: Writing an informal letter





As we experience this very challenging time, now more than ever, we need to communicate with our loved ones who we cannot meet. Why not write a letter to your friend or family member!

What is an informal letter?

An informal letter is a letter that is written in a personal way. As an activity, why not make write your own letter!

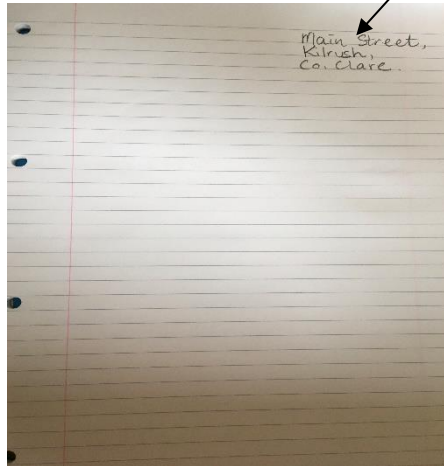
Activity: Writing an informal letter

Materials Needed

Lined paper	Pen
	
Envelope	Stamp
	

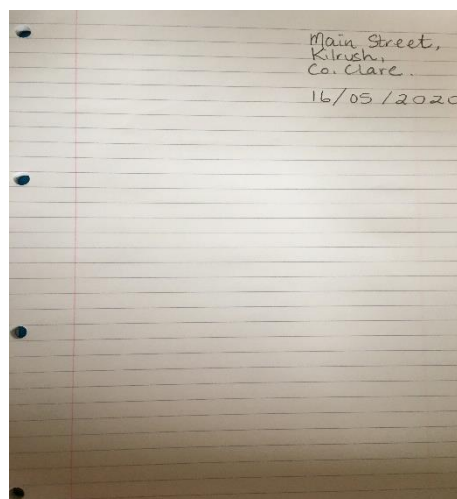
Method

1. The following elements needed to be included in a letter: Address, Date, Opening, Body, Closing and Signature
2. Take your lined paper and place flat on the table
3. **Address:** Start by writing your address. Your personal address should be located at the top right corner of the page

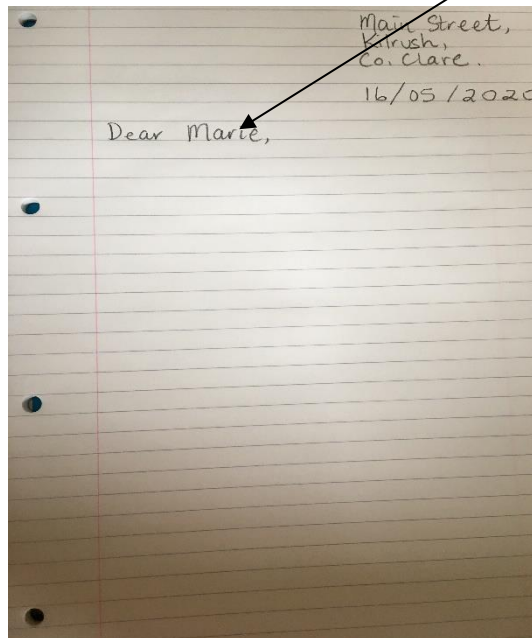


The format of your address should be as follows

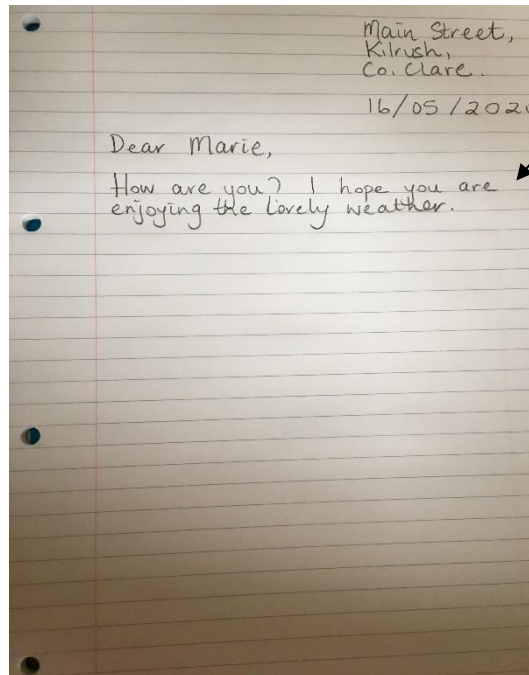
- Number and street name **or** place name or village
 - Town **or** city, state Eircode (this will identify your address)
 - Country (if posting abroad)
4. **Date:** The date is usually located below your own address. The most common way to write the date includes the month, day and year. Sometimes, only the month and day are sufficient



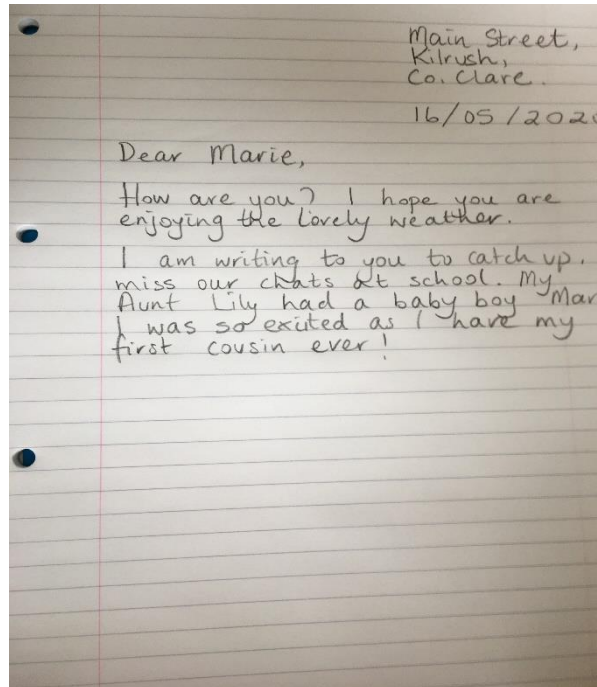
5. **Opening:** The first step is address your reader. Choosing whether or not to use a title depends on how well you know the person to which the letter is addressed. If you are on very friendly terms, simply use their first name. Examples include: Dear Marie or Marie or Hi Marie. Be sure to never forget the comma after the name!



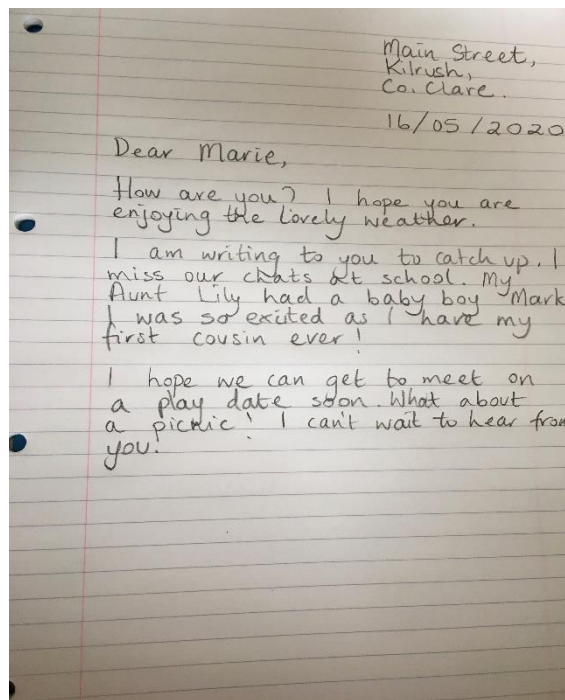
6. **Opening Sentences:** Your opening sentence should be casual, e.g. How are you? or How have you been?_or How is life treating you?



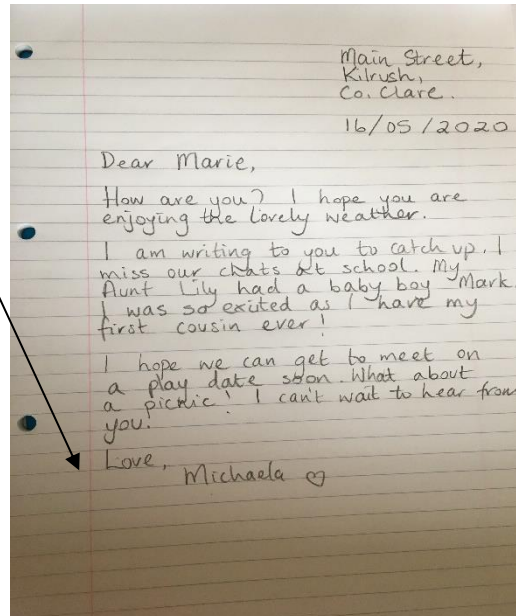
7. **Body:** The contents of your letter should be written in a personal and friendly tone. Subjects to include in the body: state your reason for writing, expand on what you mentioned in the first paragraph, ask about the person you are writing to



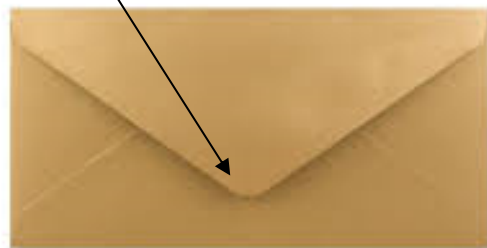
8. **Closing:** The closing is where you summarize your letter and say goodbye to the reader. Examples of closing sentences may include: I am looking forward to seeing you **or** I can't wait to see you soon **or** I am looking forward to hearing from you soon



9. **Signature:** In terms of signing off, the choice is yours and you have a lot of freedom here. Below are some commonly used sign-offs that maintain a friendly tone. Examples of Signatures: Best wishes, Best, Kindly, Best regards, Lots of love or Love



10. Fold the letter carefully to fit into the envelope. Place in the envelope for postage and seal



11. Turn the envelope to the front and fill in the address in the following format:

- Name of person you are sending it to
- Number and street name **or** place name or village
- Town or city, state Eircode (this will identify your address)
- Country (if posting abroad)

12. Stick the stamp to the top right hand side of the envelope for postage



Get an adult to post the letter!