

AECC ENGLISH E-Lesson for B. Com. (Hns.) Sem. II

INFORMAL LETTER

An informal letter is personal letter used in informal situations. It is written to friends and relatives (mother/ father/ sister/ brother).

Elements of an informal letter

- This letter is written in informal tone and expression.
- The format of such a letter is comparatively simple.
- One is flexible in writing one's thoughts.
- The sequence of writing can be random.

Format of an informal letter

Sender's address
Date
(This could be on either
side of the page)

Salutation

Subject matter/ Body of the letter should have three/ four paragraphs.

First paragraph— asking after the welfare of everyone

Second paragraph— the main idea/ subject matter of the letter

Third paragraph— Good bye sentence

Ending salutation (Your loving daughter/ sister)

Name of the sender