

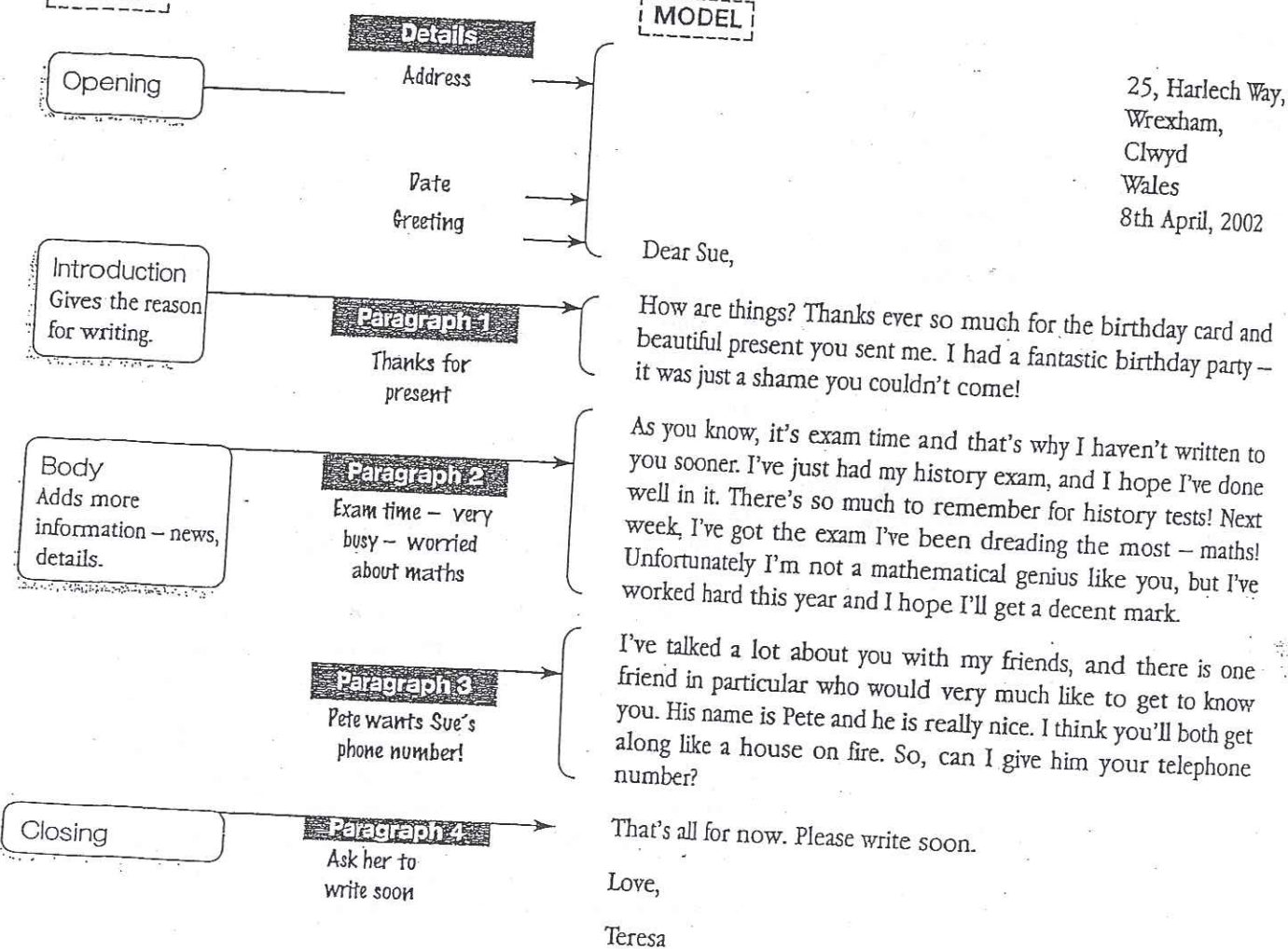
# An Informal Letter

Informal letters are usually written to family and friends for the purpose of keeping in touch, thanking, inviting, congratulating and expressing sympathy. The language we use is very similar to everyday, spoken language. Look at the topic. Then study the plan and read the model.

**TOPIC** Write a letter to a friend thanking him or her for the birthday present he/she sent and telling him/her your latest news.

## PLAN

## MODEL



PS. Don't forget to tell me if I can give Pete your telephone number. He's already bugging me about it!

## Useful Language

### Openings

It was great to hear from you!

I've got so much to tell you.

Sorry I haven't written for so long.

Thank you so much for ...

I was happy to hear that ...

I was sorry to hear about ...

Congratulations on ...

### Closings

That's all for now.

I must sign off now.

Give my regards to ...

(I) Can't wait to hear from you.

Looking forward to seeing you.

Take care.

Be well.

Please write soon.

Regards

Best wishes