#### Informal Letter

Formats for Informal Letter in the Malaysian school system:

Students are taught to:

- include the writer's address and date in the upper right-hand corner.
  The date can be written in different forms. (7th September 2009, 7 SEPTEMBER 2009 or 7.9.2009)
- use the most common salutation. (Dear John)
- indent paragraphs.
- include a suitable complimentary close. (Your loving daughter)
- Do not use 'Regards' as it is considered slightly more formal and distant.
- Also, do not use 'Best Wishes' as this is considered inappropriate.
- use proper punctuation. For example, a comma should be used after the salutation and complimentary close.
- use capitalisation where necessary. For example, the month of the date (10 January 2009), the salutation (Dear Maria)

Under normal circumstances, it is perfectly acceptable to use informal language (e.g. stuff, jam-packed) and contractions (I'll, won't) in an informal letter, but this is usually not acceptable in the local examination system.

Let's look at some important aspects of an informal letter.

1. Organisation

TE

Paragraph 1 — include formalities; give reason for writing the letter.

Paragraph 2 onwards – depends on the reason for writing the letter.

your reason is to tell the recipient about your holiday, then you will include details of the holiday.

The last paragraph — you can give a reason why you have to stop writing such as:

# **Sample Essay Informal Letter Spm**

SJ Ball

Sample Essay Informal Letter Spm:

## Sample Essay Informal Letter Spm Book Review: Unveiling the Power of Words

In some sort of driven by information and connectivity, the ability of words has become more evident than ever. They have the ability to inspire, provoke, and ignite change. Such is the essence of the book **Sample Essay Informal Letter Spm**, a literary masterpiece that delves deep to the significance of words and their impact on our lives. Compiled by a renowned author, this captivating work takes readers on a transformative journey, unraveling the secrets and potential behind every word. In this review, we will explore the book is key themes, examine its writing style, and analyze its overall affect readers.

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