

## 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

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

Paragraph 2 onwards – depends on the reason for writing the letter.  
If 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 Spm Informal Letter

**O García**



## **Sample Essay Spm Informal Letter:**

## **Sample Essay Spm Informal Letter** Book Review: Unveiling the Magic of Language

In an electronic era where connections and knowledge reign supreme, the enchanting power of language has become more apparent than ever. Its ability to stir emotions, provoke thought, and instigate transformation is really remarkable. This extraordinary book, aptly titled "**Sample Essay Spm Informal Letter**," written by a highly acclaimed author, immerses readers in a captivating exploration of the significance of language and its profound effect on our existence. Throughout this critique, we shall delve into the book's central themes, evaluate its unique writing style, and assess its overall influence on its readership.

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