

## 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

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

## Whispering the Strategies of Language: An Emotional Journey through **Sample Essay Spm Informal Letter**

In a digitally-driven earth wherever screens reign supreme and quick conversation drowns out the subtleties of language, the profound strategies and emotional nuances hidden within phrases frequently go unheard. Yet, nestled within the pages of **Sample Essay Spm Informal Letter** a charming fictional treasure sporting with raw thoughts, lies an exceptional journey waiting to be undertaken. Penned by a skilled wordsmith, that enchanting opus attracts viewers on an introspective trip, gently unraveling the veiled truths and profound affect resonating within the very fabric of every word. Within the psychological depths with this emotional evaluation, we will embark upon a sincere exploration of the book is key styles, dissect their captivating writing design, and yield to the powerful resonance it evokes serious within the recesses of readers hearts.

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