

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 Informal Letter Spm

**Mary Ellen Chase, Margaret Eliot
Macgregor**



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Reassessing Collingwood, 1990 *Essay Writing* MANI JACK, 2019-02-20 Samples of excellent English essays argumentative essay descriptive essay narrative essay formal letter informal letter report writing talk farewell speech inspirational speech article tips on how to write excellent English essays vocabulary **School Essays And Letters** Arihant Experts, 2018-04-20 Essay Writing and Letter Writing has always been a part of English curriculum in almost every school for all students studying English irrespective of the fact whether they are studying in Class 3 or Class 10 The Descriptive English section covers essay and letter writing to evaluate the effective writing skills of the students The present book contains ample number of school essays and letters formal informal The present book on School Essays Letters has been divided into eight sections covering the wide range of essays namely Current Affairs Society Social Issues Economy Infrastructure Science Technology Environment Ecology Great Personalities Proverbs Sayings and Miscellaneous The Current Affairs section covers Asian Games 2014 Kailash Satyarthi 2014 FIFA World Cup India's Odyssey to Mars The Dread of Ebola Telangana Emergence of a New State etc whereas the Society Social Issues section covers Brain Drain Nuclear Family vs Joint Family Gender Discrimination Has Politics in India Lost its Way etc The Economy Infrastructure has been divided into Mineral Wealth in India Indian Economy Urbanisation Green Revolution etc whereas the Science Technology section covers Social Networking Pros Cons Charms Challenges of Cyber World Robotics The Future is Here Super Computers etc The Environment and Ecology section has been divided into Ozone Layer Depletion Disaster Management Non Conventional Sources of Energy River Linking Projects Poaching in India Earthquakes etc whereas the following section covers Great Personalities like Satyendra Nath Bose Bhagat Singh Nelson Mandela Mary Kom Rabindranath Tagore Swami Vivekananda Mother Teresa etc The Proverbs Sayings covers Health is Wealth When the Going Gets Tough the Tough Gets Going Look Before You Leap etc whereas the Miscellaneous section covers My Dream School Our Metro A House on Fire Career Selection Vocational Education Importance of Moral Values Our Universe etc After the collection of essays a number of sample letters are also covered in the book Also quotes for General Use and Increased Word Power through Phrases and Proverbs have been covered at the end As the book contains ample number of sample essays and letters of varied types it for sure will prove to be an inspiring and useful book for all school students **School Essays And Letters** H. Martin, The object of this little book is to supply students with a number of model essays and letters on a variety of subjects The language of the letters and essays is very simple and easy to understand After reading this book students will be able to write e

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