

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:

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Table of Contents Sample Essay Spm Informal Letter

1. Understanding the eBook Sample Essay Spm Informal Letter
 - The Rise of Digital Reading Sample Essay Spm Informal Letter
 - Advantages of eBooks Over Traditional Books
2. Identifying Sample Essay Spm Informal Letter
 - Exploring Different Genres
 - Considering Fiction vs. Non-Fiction
 - Determining Your Reading Goals
3. Choosing the Right eBook Platform
 - Popular eBook Platforms
 - Features to Look for in an Sample Essay Spm Informal Letter
 - User-Friendly Interface
4. Exploring eBook Recommendations from Sample Essay Spm Informal Letter
 - Personalized Recommendations
 - Sample Essay Spm Informal Letter User Reviews and Ratings
 - Sample Essay Spm Informal Letter and Bestseller Lists

5. Accessing Sample Essay Spm Informal Letter Free and Paid eBooks
 - Sample Essay Spm Informal Letter Public Domain eBooks
 - Sample Essay Spm Informal Letter eBook Subscription Services
 - Sample Essay Spm Informal Letter Budget-Friendly Options
6. Navigating Sample Essay Spm Informal Letter eBook Formats
 - ePub, PDF, MOBI, and More
 - Sample Essay Spm Informal Letter Compatibility with Devices
 - Sample Essay Spm Informal Letter Enhanced eBook Features
7. Enhancing Your Reading Experience
 - Adjustable Fonts and Text Sizes of Sample Essay Spm Informal Letter
 - Highlighting and Note-Taking Sample Essay Spm Informal Letter
 - Interactive Elements Sample Essay Spm Informal Letter
8. Staying Engaged with Sample Essay Spm Informal Letter
 - Joining Online Reading Communities
 - Participating in Virtual Book Clubs
 - Following Authors and Publishers Sample Essay Spm Informal Letter
9. Balancing eBooks and Physical Books Sample Essay Spm Informal Letter
 - Benefits of a Digital Library
 - Creating a Diverse Reading Collection Sample Essay Spm Informal Letter
10. Overcoming Reading Challenges
 - Dealing with Digital Eye Strain
 - Minimizing Distractions
 - Managing Screen Time
11. Cultivating a Reading Routine Sample Essay Spm Informal Letter
 - Setting Reading Goals Sample Essay Spm Informal Letter
 - Carving Out Dedicated Reading Time
12. Sourcing Reliable Information of Sample Essay Spm Informal Letter
 - Fact-Checking eBook Content of Sample Essay Spm Informal Letter
 - Distinguishing Credible Sources
13. Promoting Lifelong Learning

- Utilizing eBooks for Skill Development
- Exploring Educational eBooks

14. Embracing eBook Trends

- Integration of Multimedia Elements
- Interactive and Gamified eBooks

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