

# How do you write... AN INFORMAL LETTER

Writer's address (not the name!) Street  
Town  
(Country)

Date in English (e. g. 11<sup>th</sup> June, 2007)

Dear (name of friend),

Opening paragraph: Responding to a person's news

Body: asking a question. Answering a question. Adding extra information.  
Changing the subject.

Final paragraph: finishing

Closing

Writer's signature

P. S. (optional)

## Useful sentences

### Responding to a person's news

Thanks for your letter.

You asked about...

It sounds like...

### Asking how the person is

So, how are you?

How's it going?

What's new?

How are you getting on?

It was great to hear from you

### Answering a question

Thanks for asking about...

You wanted to know about...

You asked about...

I'm writing to tell you that...

### Adding extra information

What else?

Oh, yes...

I also wanted to tell you that...

### Changing the subject

By the way, did I tell you that...?

Anyway,

### Finishing

Keep in touch.

Write soon.

Looking forward to hearing your news / from you.

Anyway, I must stop writing now.

### Closing

Yours,

Love, / XXX (kisses) / XOX (hugs and kisses)

Best wishes,

Take care,

See you, / CU