

## **B.A.LL.B, 5 YEARS, II SEMESTER**

### **ENGLISH , TOPIC: LETTER WRITING**

#### **Format of Informal/ PERSONAL letter**

There is no set format when writing an informal letter. But there is a general pattern, some conventions that people usually follow. We will be looking at this pattern and certain tips on how to write effective and attractive informal letters. These can act as guidelines when you are drafting a letter; they are not hard and fast rules. Let us begin.

#### Address

The first thing to write is your address, i.e. the address of the writer (basically, the sender's address). We usually write the address on the left-hand side of the page at the very top. The address should be accurate and complete. Even when writing to close friends or relatives the address must be written, so they can reply back to the letter with ease. If the recipient of the letter is in another country, do not forget to write your country as well in the address.

#### Date

Next just below the address we write the date. This allows the reader to have a reference as to when the informal letter was written. He can then relate better to the contents of the letter. The date, preferably, should be in expanded form.

#### Greeting

Now since you know the person you are writing to, the greeting can be informal as well. If it is a friend or someone close to your age you can greet them by their first name, like "Dear Alex". If you are writing to your relative like your mother/father/aunt/uncle etc, you may greet them as such, for example, "Dear Mom". And if you are writing to an elder person, someone you respect greatly you can address them as Mr or Mrs. Like say for example you were writing a congratulatory letter to your teacher, it can be addressed as "Dear Mrs. Alex".

## Introductory Paragraph

And now we begin writing the actual letter. The introductory paragraph sets the tone for the whole letter. You might begin by asking the recipient about their well being. Or you may say that you hope the letter finds them in good health and great spirits. The opening of informal letters should be casual and comforting. It must not be formal and direct as in business letters.

## Body of the Letter

The letter overall should maintain a friendly tone. But you have to adjust the language and the wordings according to who you are writing to. With a friend, you can afford to be very casual and flippant even. But if you are writing to an elder relative, you must be extremely respectful and considerate.

One way to determine the tonality of your letter is to remember how you talk to the person in a conversation. And then apply the same syntax and sentiments to the letter.

## Conclusion

In the conclusive paragraph sum up the reason for writing the letter, i.e. summarize the letter. Say a meaningful and affectionate goodbye to the reader. And do not forget to invite the reader to write back or reply to your letter. It shows an intention to keep the conversation going.

## Signature

There is no one way to sign off informal letters. Since they do not follow a strict format, you may sign off as you please. Some commonly used phrases are

Lots of Love

Best,

Best Wishes,

Kind Regards,

Kindly,

Pick the one that best suits the occasion and then simply sign your name below the greeting.

**B.A.LL.B. II semester**  
**Topic : Letter Writing**  
**Personal Letter Format**

[Originator Address]  
Address Line 2  
Address Line 3  
Address Line 4

[Letter Date]

[Recipient Address]  
[Address Line 2]  
[Address Line 3]  
[Address Line 4]

Attention: [*Optional Name*]

Dear [Recipient's Name]:

**[Subject Line - *Optional: Usually Bold, Sometimes Underlined*]**

The **Semi-Block style modified** for personal letters is the same as the full block-style for business letters except that the Originator Address Block is flush on the upper right. Also, semi-block paragraphs are normally indented, while these are flush left, as per full-block style.

This is paragraph 2 of the actual content of the letter. As stated elsewhere, ideally this should be three for four paragraphs long, and kept short enough that the letter can fit onto one page.

This is paragraph 3 of the actual content of the letter. As stated elsewhere, ideally this should be three for four paragraphs long, and kept short enough that the letter can fit onto one page.

Closing paragraph. Usually one or two sentences thanking the addressee for their time and attention and providing your contact information (See the templates later).

Sincerely,

[Name of Originator]  
[Title of Originator - *Optional*]

Enclosures: [number - *if required*]

cc: [Name receiving copy - *if required*]  
[Name receiving copy - *if required*]

## Personal Letter Example

### Letter to my Friend

Examination Hall,  
A.B.C. School,  
L.M.N. City,  
18<sup>th</sup> March,2016.

Dear Mona,

How are you? I want to tell you about my visit to Lahore. I traveled to Lahore with my family in my summer holidays. First, let me tell you about my flight; It was a comfortable flight.

We reached Allama Iqbal Airport of Lahore at 10.00 in the morning. We stayed in Park Hotel near Ravi River. The first day was wonderful as We went to many interesting places. For example, Shahi Qila/ Lahore Fort, Sheesh Mahal, Race Course Park, Tomb of Jahangir , Museum. The next day ,we went for shopping and I bought many dresses. My family liked the cold weather. We stayed there for five days.

So as you can see, I really enjoyed my visit to Lahore and I think I would like to get there again. How was your summer camp? Write to me about it. Waiting for your letter and regards to your family.

Your friend,  
X.XX