

Informal Letter Writing

“Letter writing is the only device for combining solitude with good company.” ~Lord Byron

Writing an informal letter might seem like an easy task because there are so few rules. The difficulty, however, lies in three areas:

- A. The appropriate level of informality for the audience.
- B. A casual and conversational tone.
- C. An interesting letter with both information and feeling.

Key Ideas

- **Know your audience!** -- write with the appropriate level of informality. You wouldn't address a close friend in the same way that you would a former professor but both would be informal letters.
- **Remember the basics!** -- just because it's an informal letter doesn't mean you can forget the traditional structures (like salutations, correct grammar and spelling, etc).
- **Be brief!** – even if you are writing to someone you haven't spoken to in a long time, you don't want to bore them with too much information.
- **Be sincere!** -- you are probably writing to someone that you have an important relationship with so while you are writing about YOU, remember to be polite and conversational.

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