

Informal letter

A **Personal letter** is sent from one individual to another individual or organization in order to address matters of an informal nature. Examples of these can include;

- **Apologies**
- **Thank you's**
- **Personal reference**
- **Congratulations**
- **Invitations**
- **Condolences**

They differ from formal types in that they can be used to express personal feelings and depending on the relationship between the sender and receiver do not require formal concise language.

Layout

The example below details the general layout that a personal letter should conform to. Each aspect is detailed more fully below the image



Conventions

Conventions are not as critical as they are in a formal correspondence but the following general layout should be adhered to:

Addresses:

1) Your Address

You must always remember to include your own address on the top right-hand side of the page. This will enable the person that you are writing to, to be able to reply.

2) The Address of the person you are writing to

This address should be displayed beneath your address on the left-hand side, remember to include the name of the person that you are writing to.

Date:

This should be displayed on the right-hand side of the page on the line beneath your address and should be written in full format:

e.g. 1st January 2001

Salutation & Greeting:

Dear Mr Jones,

The above shows the format of the greeting line. The salutation formats are shown below:

Mr – for a male

Mrs – for a married female

Miss – for an unmarried female

Ms – for a female whose status is unknown or would prefer to remain anonymous

Dr – for a person with the status of a doctor

The salutation should be followed by the surname only (not the first name).

If you are familiar with the person that you are writing to then it may be more appropriate to include their first name rather than using their title. This is a decision that you will need to make based on your relationship with the person in question.

Concluding:

1) Yours sincerely,

You should conclude with the words: “Yours sincerely,”.

Followed by:

2) Your signature

Sign your name, then print it underneath the signature.

You may wish to conclude with something more friendly e.g. “All the best”, “Best regards,” etc.