

Grade 9 – English

Informal and Formal Letters

Lesson –

Differences between the formats of an informal letter and a formal letter.

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Difference between Formal letter and Informal letter

The formal letter is written for business or professional purposes with a specific objective in mind. It uses simple language, which is easy to read and interpret. On the contrary, informal letters are written to friends and relatives for personal communication and require a casual or an emotional tone.

The size of a formal letter should be concise; that does not include irrelevant matter. In contrast, the informal letter can be lengthier.

Formal letters are used for writing letters to business contacts, i.e. partners, suppliers, customers, clients, etc., college or institute, employer, professionals, etc. As against this, we write informal letters to friends, relatives, acquaintance, etc.

1. Informal Letters.

Examples.

Sector 17
Vashi
New Bombay

6th July, 2013

Dear Maya

Thank you very much for your last letter. It was great to hear from you after so many months. You seem to be having a nice time in France.

Thanks also for the photographs. I absolutely loved that snap of yours standing in front of the Eiffel Tower. France looks stunning. Someday, I would definitely like to go there.

There's not much happening here. I am busy with my work and kids.

By the way, are you coming home anytime soon? If you are, let me know the dates and we can arrange to meet up.

Hope to see you soon!

Aditi

129, Navyug Apartments

Pitampura, Delhi-110034

March 01, 2019

Dear Rudra

It's been a while since I've heard from you. Where have you been? I hope this letter finds you in the best of your health.

As summers are approaching, I was thinking if we could spend the summer break together at my place in Mumbai. I will introduce you to all my friends and close relatives. I will give you a city tour as well. We will spend some quality time in the afternoons near the sea shore. To add cherry on the cake, the weather here is very pleasant during those days due to sea winds.

I am excited even at the thought of you and I spending the summer together after so long. I have to tell you a lot of things and expect the same from you. Give my regards to aunty and uncle!

Hope to see you soon.

Yours lovingly

Sakshi/Saksham

1.1. What is an Informal letter?

An informal letter, also referred to as a friendly letter, is a personal letter written to friends or relatives. It is written in personal fashion. You can write it to anyone with whom you have a non-professional relationship, although this doesn't exclude business partners or workers whom you're friendly with either.

There are fewer formatting rules for informal letters than there are for business or formal letters. The letter can be used for some reasons like conveying message, news, giving advice, congratulate recipient, request information, asking questions, etc. It is a personal letter, written to whom you are familiar with, like friends, siblings, parents or any other closed one. While writing an informal letter, one can afford to be friendly, and make use of personal or emotional tone.

1.2. Format of Informal 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.

Informal letter format	
Sender's Address	<p>The first thing to write is your address, i.e. the address of the writer (<i>basically, the sender's address</i>).</p> <p>We usually write the address on the left-hand side of the page at the very top.</p> <p>The address should be accurate and complete.</p> <p>Ex: - 275, Waragoda road, Kelaniya.</p>
Date	Below the address we write the date.
Greeting	<p>This is the Salutation.</p> <p>Put writers name or Designation (Sir / Madam)</p> <p>Ex :- Dear Sir, / Dear Madam</p>
Introductory Paragraph	<p>And now begin writing the letter.</p> <p>You might begin by asking the recipient about their well-being.</p> <p>The opening of informal letters should be casual and comforting.</p> <p>It must not be formal and direct as in business letters.</p>
Body of the Letter	<p>Content of the letter is maintained in this.</p> <p>Should be with good flow.</p>

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.
Ending Signature	Ending of the letter. Some commonly used phrases are <ul style="list-style-type: none">• Lots of Love• Best,• Best Wishes,• Kind Regards,• Kindly,

2. Formal Letter

Examples

<p>Sector 17 Vashi New Bombay</p>
<p>The Manager Modern Restaurant Sector 23 Vashi</p>
<p>6 July 2010</p>
<p>Dear Sir / Madam,</p>
<p>I am writing to complain about a meal we had in your restaurant yesterday.</p>
<p>We had booked a table for six but when we arrived there were no free tables and we had to wait for more than 45 minutes to sit down.</p>
<p>From a menu of 12 dishes, only four were available and their quality was poor. The fish, in particular, tasted awful and the waiter was rude when we told him about this.</p>
<p>We have eaten in your restaurant several times in the past but this is the first time we have received such bad treatment. I am not asking for a refund but I would like you to improve the quality of your dishes and service.</p>
<p>Yours faithfully</p>
<p>(Handwritten signature)</p>
<p>Ravi Menon</p>

Sample Format for Formal Letters

Your Contact Information

John Doe • 35 Chesnut St • 555-555-5555 • john@doe.com

Date

May 15th 2019

Contact Information

Of the person or company
you are writing to

Cesar Julius
Manager
Crystal Lake Company
53 Oak Avenue, Ste 5
Dell Village, Wisconsin 54101

Greeting

Dear Mr. Julius,

Body of Letter

The first paragraph should
provide an introduction

I'm writing to resign my position as customer service representative,
effective August 15, 2018.

In the following paragraphs,
provide more info & specific details

I've recently decided to go back to school, and my program starts in
early September. I'm tendering my resignation now so that I can be
as helpful as possible to you during the transition.

The last paragraph should restate
the reason you are writing & thank
the reader for reviewing your request

I'm particularly grateful for your guidance while I was
considering furthering my education. Your support has meant so
much to me.

Thanks, and best wishes,

Closing

John Doe

Signature

Format of Formal Letter.

Formal letter format	
Sender's Address	<p>The first thing to write is your address, i.e. the address of the writer (<i>basically, the sender's address</i>).</p> <p>We usually write the address on the left-hand side of the page at the very top.</p> <p>The address should be accurate and complete.</p> <p>Ex: - 275, Waragoda road, Kelaniya.</p>
Date	<p>Below the address we write the date.</p>
Receiver's Address	<p>After Date, on the next line Should insert receiver's address.</p> <p>Ex :- 258, M Vincent Perera Mw, Armour Street, Colombo 12.</p>
Greeting	<p>This is the Salutation. Write below the Receiver's address.</p> <p>Put writers name or Designation (Sir / Madam)</p> <p>Ex :- Dear Sir, / Dear Madam</p>
Introductory Paragraph	<p>And now begin writing the letter.</p> <p>The opening of formal letters should be professional. It must not be formal and direct as in business letters.</p>
Body of the Letter	<p>Content of the letter is maintained in this.</p> <p>Should be with good flow.</p> <p>Details should be explained.</p> <p>Professional words and short descriptions are used here.</p>

Conclusion	Not compulsory in formal letters. But better have one in a long letter.
Ending Signature	Ending of the letter. This should be formal. Some commonly used phrases are <ul style="list-style-type: none"> • Best regards, • Best Wishes, • Kind Regards, • Yours faithfully,

Exercises. (Grade 9)

1. Pupils' book –

- Page 58 – Activity 14

2. Work book - Unit 5 –

- Page 28 – Activity 3 - Write a Paragraph.
- Page 29 – Activity 4 – Informal Letter.
- Page 32 – Activity 8 – Notice.
- Page 33 – Activity 9 – Formal Letter.

Reading.

Page 81 – Song – “Home on the Range”



Home On The
Range.mp3