



Hello every one. Today's main focus is on how to write an **Informal Letter**. An Informal Letter can be written to a friend, a family member or an acquaintance. Normally informal register is used.

The format of an Informal Letter has:

- **Address Block:** This block is on the right-hand corner, has the return address and the date of writing the letter. No punctuation is used in this section.
- **Opening Greeting:** This is the opening greeting typically "*Dear John*"
- **Body:** This is the actual letter content with introduction, main parts and final paragraphs.
- **Closing:** This is where you say goodbye. Closings for informal letters include such phrases as "*Yours truly*" "*Your friend*" "*All the best*"
- **Signature:** Normally for an Informal Letter individuals can sign off their first names.

It is important to follow the writing process and ask learners to:

- Plan the text
- Write and edit
- Write the final text

N.B Use of contractions is allowed *e.g didn't*

Please refer to **NECT MATERIALS EFAL GRADE 9 CONTENT BOOKLET**