

Informal Letter Format

The diagram illustrates the format of an informal letter on a sheet of lined paper. A vertical red line on the left side of the paper indicates the margin. The letter is written in black ink. The components are labeled on the left with colored arrows pointing to the corresponding text on the paper:

- Your Name and Address:** Owen Smith
321 Cherry Lane
Westville, FL 11221
- Today's Date:** June 5, 2025
- Greeting:** Dear Levi,
- Letter Body:**
 - Reason Statement:** Thank you for the birthday gift, I received it in the mail yesterday. It was so nice of you to think of me from so far away. A coffee lover basket is the perfect gift for me!
 - Details:** I can't wait to try out all 12 flavors included in the basket. This morning, I tried out the Columbian roast and it was delicious. The gift set came with two funny mugs, so I hope that means you'll visit soon and enjoy a cup with me.
 - Closing Statement:** Thanks again for being such a thoughtful friend. I'm so lucky to have people like you in my life. In addition to coffee, good friends are what fuel me in life.
- Closing:** Love,
- Your Signature:** Owen

How To Write Formal And Informal Letters Pdf

JA Banks



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