

# FORMAL VS. INFORMAL WRITING

<b>Formal</b>	<b>Informal</b>
I am writing to inform you that...	I wanted to let you know that...
I am writing in reference to...	I'm just writing to say that...
As per our conversation, I am emailing to...	Just wanted to update you on...
Thank you for your inquiry about...	Yes, I saw your email about..
Thank you for your email about...	Did you see the email I sent about...?

# Informal Writing And Formal Textual Analysis

**Puja Mehta**



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