Informal letter samples (2 samples)

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Informal letters are written to friends, parents, siblings, and relatives in a warm, natural tone. Unlike formal letters, they do not carry a receiver's address or a Subject line.

Format

1. Sender's address (top left, 2–3 lines)
2. Date written in full (e.g., 26 November 2026)
3. Salutation (Dear [First Name], or Dear Dadi / Dear Uncle,)
4. Opening paragraph: Warm greeting and enquiry about their wellbeing
5. Main body: Share news, experiences, or thanks in 1–2 friendly paragraphs
6. Closing paragraph: Convey regards to family and hope to meet or hear back soon
7. Complimentary close (Yours affectionately, / Your loving friend,) followed by your first name only

Samples

Letter to a friend about your board-exam preparation

19, Alkapuri Society
Vadodara – 390007

26 November 2026

Dear Arjun,

I hope you and everyone at home in Surat are doing well. With our Class XII board exams just a few months away, I thought I would write and share how my preparation is going.

Since our pre-boards begin in January, I have switched to a steady daily timetable. I wake up at 6:00 a.m. to practise Mathematics and Physics while my mind is fresh, and I keep afternoons for NCERT revision. Every Saturday, I solve one full three-hour sample paper under exam conditions so I do not run short of time in the hall. Organic Chemistry still takes extra effort, so I revise one chapter each evening using short formula cards and take a twenty-minute walk afterwards to stay relaxed.

How is your revision shaping up? Write back with your study tips whenever you get a free evening. Please convey my regards to Uncle and Aunty.

Your loving friend,
Siddharth

Letter to a grandparent thanking them for a birthday gift

B-14, Harmu Housing Colony
Ranchi – 834002

21 November 2026

Dear Dadi,

I hope you and Dadaji are keeping warm and healthy as winter arrives. I am writing to thank you from the bottom of my heart for the lovely birthday parcel that reached me on 19 November.

The silver wristwatch fits my wrist perfectly, and I have already worn it to school twice. Several of my friends asked where I got it! It will also help me keep track of time during my upcoming exams. The homemade besan laddoos you packed were a huge hit too—Papa and I finished half the tin on the very first evening, and they reminded us of our winter holidays at your home.

We celebrated quietly with a special dinner at home and missed having you both here. We are planning to visit you during my winter break in late December. Please take your medicines on time and convey my pranam to Dadaji.

Yours affectionately,
Anika

Tips

• Never include the receiver's address or a Subject line in an informal letter.

• Use natural, conversational English, as if speaking politely to a close friend or family member.

• Everyday contractions like 'I'm' or 'don't' are acceptable, but avoid chat abbreviations such as 'u', 'plz', or 'thx'.

• Sign off with your first name only; adding a surname feels too formal with friends and relatives.

• Organise the letter into three clear paragraphs: greeting, main message, and warm closing.