


AN INFORMAL E-MAIL

Signing off: on the left-hand side of the page. Use your first name.



Dear Tom,

Hope to see you.

Jake

Greetings	Set phrases for opening paragraph	Set phrases for closing paragraph	Signature endings
Dear Tom	How are you (keeping)?	Well, that's all for now.	Yours
Dear Mum	It was nice to hear from you.	Well, I'd better finish off here.	All the best
Dear Aunt Sue	Thank you / Thanks for your e-mail.	I must go now.	Take care
Hi Bob!	It's taken me ages to reply, but ...	See you soon.	Bye for now
Hello Bill!	I've been meaning to get back to you, but ...	Keep in touch.	
NOT: Dear brother Dear friend Dear cousin	Just thought I'd drop you a line.		

AN INFORMAL LETTER

Date: below
the address.

Take care,
Tony

For greetings, signature endings and set phrases you can use in the opening and closing paragraph, see 1b above.