



AN INFORMAL EMAIL

An informal email is usually sent to a friend, a relative or an acquaintance.  
Note the layout below:

Subject: a brief phrase that indicates what the content of the email is.

Greeting: on the left-hand side of the page. Put a comma after the name.

Paragraphing: write in blocked paragraphs leaving a blank line in between the paragraphs.

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

To...tom@mymail.com

From...jake3@mymail.com

Subject: Graduation

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 email.	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:	Just thought I'd drop you a line.		
<del>Dear brother</del>			
<del>Dear friend</del>			
<del>Dear cousin</del>			