

# Non-Fiction Exemplars

## Informal Letter

New Town

20th October, 2016

Hi Aminah!

This is just a quick letter to see how you're getting on in London. I know you said you like getting post, so hopefully this letter should brighten up your day a bit!

How is university going? I hope they're not working you too hard and you're making loads of new friends. My brother said it's important to join lots of clubs and societies when you first arrive, so hopefully you've managed to do that! I bet they've got a netball club – I'm sure they'll snap you up for a team when they see how good you are.

Things here are pretty much the same as usual. Sarah and TJ have split up which is no big surprise, but apart from that, not much has changed since you left. I've got a job in the café in the park so I should be able to save a fair bit before I go travelling in January. Mia has given me some tips about some amazing places to see in Thailand, so I'm getting really excited about the trip now. Only three months to go!

By the way, thanks so much for your postcard of Buckingham Palace – although I bet your accommodation is a lot less posh! Do you get your own bathroom? I'd hate to have to share with other people.

Anyway, I've got to go – Simon's coming round to give me another driving lesson. I'll pass my test eventually! Write back soon (or message me!) and tell me all the gossip!

See ya,

Leia.

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<hr/> <hr/>	Hi Aminah!	New Town 20th October, 2016	<hr/> <hr/>
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'I'	How is university going? I hope they're not working you too hard and you're making loads of new friends. My brother said it's important to join lots of clubs and societies when you first arrive, so hopefully you've managed to do that! I bet they've got a netball club – I'm sure they'll snap you up for a team when they see how good you are.		<hr/> <hr/>
'loads of' / 'pretty much'	Things here are pretty much the same as usual. Sarah and TJ have split up which is no big surprise, but apart from that, not much has changed since you left. I've got a job in the café in the park so I should be able to save a fair bit before I go travelling in January. Mia has given me some tips about some amazing places to see in Thailand, so I'm getting really excited about the trip now. Only three months to go!		<hr/> <hr/>
'!' / '-'	By the way, thanks so much for your postcard of Buckingham Palace – although I bet your accommodation is a lot less posh! Do you get your own bathroom? I'd hate to have to share with other people.		<hr/> <hr/>
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<hr/> <hr/>	See ya,		<hr/> <hr/>
<hr/> <hr/>	Leia.		<hr/> <hr/>

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## Informal Letter

The greeting should be informal, and followed by either a comma or an exclamation mark. Use the addressee's first name or nickname.

Hi Aminah!

New Town  
20th October, 2016

A full address is not needed – just an indication of where you are writing from. The date only needs to be brief.

This paragraph always starts with a capital letter, despite the comma after the greeting.

This is just a quick letter to see how you're getting on in London. I know you said you like getting post, so hopefully this letter should brighten up your day a bit!

Introduce why you are writing in the first paragraph of the letter. Keep it short and to the point.

'I'

Use the first person – 'I' – throughout your letter.

How is university going? I hope they're not working you too hard and you're making loads of new friends. My brother said it's important to join lots of clubs and societies when you first arrive, so hopefully you've managed to do that! I bet they've got a netball club – I'm sure they'll snap you up for a team when they see how good you are.

Your next paragraphs should add information.

'loads of' / 'pretty much'

Language should be informal but not too simple. It needs to be appropriate for the person to whom you are writing.

Things here are pretty much the same as usual. Sarah and TJ have split up which is no big surprise, but apart from that, not much has changed since you left. I've got a job in the café in the park so I should be able to save a fair bit before I go travelling in January. Mia has given me some tips about some amazing places to see in Thailand, so I'm getting really excited about the trip now. Only three months to go!

'!' / '-'

Punctuation should be informal, although be careful not to over-use exclamation marks.

By the way, thanks so much for your postcard of Buckingham Palace – although I bet your accommodation is a lot less posh! Do you get your own bathroom? I'd hate to have to share with other people.

Conclude with a snappy sign-off. Always start the sign-off with a capital letter and use a comma at the end.

Anyway, I've got to go – Simon's coming round to give me another driving lesson. I'll pass my test eventually! Write back soon (or message me!) and tell me all the gossip!

Finish with a paragraph which sums up the tone of the letter.

See ya,

Leia.

Finish with your first name or nickname.