Theory Informal letter

Beginning of a letter

Asking about them, thanking for the letter

- *Hi! How are things? /… How are you (and your family)?*
- *How's it going?*
- *How was (your holiday)?*
- *How were your exams/…?*
- *How are things with you? How's your new job going?*
- *Have you (finished your dissertation yet)?*
  - *...I hope you are well/ everything is okay.*
  - *...I bet you (did / have/ passed them all)!*
- *Thank you for your letter.*
- *Many thanks for your (last) letter – it was really nice/great*
  - *...to hear from you again*
  - *...to get your letter and hear all your news, especially (the part about you and your parents coming to visit in Spain)*
  - *...to hear that you won the (short story) competition*

Apologising for not writing sooner and saying why this was not possible (explain why, say what you've been doing recently)

- *...It's been such a long time since we wrote to each other.*
- *...It's been a while since I last wrote to you.*
- *Sorry – I've been…*
  - *...(I'm)(really) sorry*
  - *...I didn't write back earlier (but…)*
  - *...(I haven't written for so long/ for ages, but…*
  - *...I haven't kept in touch, but…*
    - *...but I've been up to my ears in work*
    - *...but I've been really busy (preparing/studying for my exams/with rehearsals for the play*
    - *...but things at work (and home) have been really busy lately*
    - *...but unfortunately both of us / I had really bad flu.*
- *I thought I'd better write and let you know that…*

Referring to their news

- *...Great news about…*
- *...Glad to hear that…*
- *...It's really good news that (you've passed your driving test! Congratulations!)*
- *...Sorry to hear about...*

Body of a letter

Giving news and introducing new points
(start a NEW paragraph for each main point you want to make)

- *…Listen, did I tell you…?*
- *…Oh, and another thing.*
- *…By the way, you'll never guess/believe (who I bumped into the other day).*
- *…(Do) You remember I told you in my last letter (that I was going to…)*
- *…Let me tell you about*
- *…Guess what?*
- *…Anyway, you asked me to tell you (all the family news)*
- *…The big news is that (Bob got divorced).Can you believe it?*
- *…One piece of sad news – you'll be sorry to hear that (our lovely old cat passed away at Christmas)*
- *…One last thing.*
- *I can't believe…(I can't believe I've been here in England for two weeks already.)*
- *...So far, I've…(So far, I've been to visit lots of places of interest here, including…*

Making suggestions

- *Why don't you…?*
- *Maybe you could…*
- *How about…?*

Closing expressions (1)

(Give a reason for ending your letter)

- *Once again ,(thanks very much for all your help) (Well, / Anyway,)*
  - *…I've covered just about everything now, I think.*
  - *…That's (about) all for now. Got to go.*
  - *…That's about all my news.*
  - *…got to go now (as I've got another rehearsal in a few minutes).*
  - *…I must go (& pack my suitcase)- I'll write again soon)*
  - *…I'd better stop/go now (& get on with my studying)*
  - *… I'm running out of room so (I'd better say goodbye for now).*

Closing expressions (2)

(Mention the next time you will see the person you are writing to, say when you hope to see/contact your friend)

- *Give my love/regards to (your family/ to Ben)*
- *Say hello to…*
- *Everybody sends their love to…*
- *We all miss you (too)*
  - *…Write (back) /drop me a line soon (and tell me all your news).*
  - *…I hope (things are getting easier now) and) you find time to drop me a line (with your news/..).*
  - *…I'd love to hear from you.*
  - *…(I'm) (really) looking forward to seeing you soon (in July/on…)*
  - *…See you soon!*
- *…Can't wait to see you (in the summer).*

Signing off

- Love, Lots of love, All my love, With love,
- Yours,
- All the best
- Take care,
- Much love,...

Thinking of you,

your FIRST NAME (!!!)

Bron: Learning English blog