**Informal letter or e-mail**

1

**Greeting**: Hi, Hey, Hello, Dear …

2

**The first paragraph** – Write something neutral (one to three paragraphs)

Example:

Thank you for your letter / How have you been/I hope you are doing fine / I am writing to tell you that … / I am writing because … / I haven´t heard from you since…

3

**The main part – body of the letter/e-mail**

4

**Conclusion**

Sum up the main message from the body of the letter +

I look forward to seeing you. / You should visit soon. / I can´t wait to see you. …

5

**Say goodbye:**

Bye / Love / Take care / See you soon