

Formal Letter VS Informal Letter

Formal letter

1. Formal letters are used for official, business, or professional communication.
2. Addresses someone you don't know well or want to show respect to.
3. Follows a strict format with headings, salutations, and closings.
4. Uses formal language and avoids slang or casual expressions.
5. Usually written in a serious and professional tone.
6. Examples include job application letters, business letters, and letters to authorities.

Informal letter

- Informal letters are used for personal communication with friends, family, or people you know.
- Addresses someone you don't know well or want to show respect to.
- Doesn't require a specific format, but still needs organization and clarity.
- Uses casual language and familiar expressions.
- May include personal stories, jokes, or emotions.
- Examples include letters to friends, thank-you notes, apologies, and congratulations letters.



Formal And Informal Letters

Sebastian Brünink



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