



Informal Letter

WASSCE Standard



What's an informal letter?

An Informal Letter is a letter written to family and friends discussing informal issues.



Features of an informal letter

Writer's address

Date

Salutation

Body of the letter

- Introduction
- Main Body
- Conclusion

Subscription



Skeletal Format and Tips

4, Ajao Street,
Ikeja,
Lagos.
7th May, 2021.

Dear Chibuike,

It's a pleasure writing this letter to you. I hope you are doing well. I write to discuss my academic plans with you in preparation for the forthcoming examinations. It would interest you that I have bought all the past questions series for my subjects, I will enrol in an extramural class; and I will draw a personal timetable for midnight study. I will discuss all these in detail below:

To start with,

Yours sincerely,
Adu.