

Informal Letter Format

The diagram illustrates the components of an informal letter. On the left, a list of parts is provided with colored arrows pointing to the corresponding text in the letter template on the right.

- Your Name and Address** (orange text, yellow arrow) points to: Owen Smith
321 Cherry Lane
Westville, FL 11221
- Today's Date** (purple text, purple arrow) points to: June 5, 2025
- Greeting** (green text, green arrow) points to: Dear Levi,
- Letter Body** (blue text, blue arrow) points to the main text of the letter, which is divided into three sections:
 - Reason Statement** (blue text, blue arrow) points to: Thank you for the birthday gift. I received it in the mail yesterday. It was so nice of you to think of me from so far away. A coffee lover basket is the perfect gift for me!
 - Details** (blue text, blue arrow) points to: I can't wait to try out all 12 flavors included in the basket. This morning, I tried out the Columbian roast and it was delicious. The gift set came with two funny mugs, so I hope that means you'll visit soon and enjoy a cup with me.
 - Closing Statement** (blue text, blue arrow) points to: Thanks again for being such a thoughtful friend.
- Closing** (red text, red arrow) points to: Love,
- Your Signature** (green text, green arrow) points to: Owen

Zimsec Required Informal Letter Writing Format

EW Minium

A decorative graphic element consisting of a light blue horizontal bar with a rounded right end, and a red circular shape partially visible behind it.

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