

INFORMAL LETTER

(Date) 12th March 2025

or

12/03/2025

(Greeting)

Hi Mary, / Hello Mary, / Dear Mary,

(Previous Contact)

Many thanks for your letter. It's been a while since I heard from you. I hope this letter finds you and your family in good health. As for me, fortunately, I am doing well with school and exams.

(Reasons for Writing)

I am writing to tell you what I think about ...

So, let me share my opinion on it.

(Giving Information)

Well, as for... (*Čo sa týka...*)

When it comes to... (*Čo sa týka...*)

Regarding... (*Čo sa týka...*)

In terms of... (*Čo sa týka...*)

(Closing Formula)

Well, that's all for now about...

Feel free to drop me a line when you can.

I wish you nothing but the best for the upcoming days.

Looking forward to hearing from you soon, and warm regards to your family.

(Final Greetings and Signature)

Best wishes, / All the best, / Take care, / Yours,

Peter

KEEP IN MIND!!

- ✓ Put the **date in the upper right corner**.
- ✓ Divide your letter into **4–5 paragraphs**.
- ✓ Use **linking words** (*well, so, anyway, however, on the one hand...*).
- ✓ Add closing formulas, final greetings, and your signature.
- ✓ You can use contractions (*I've, I'll, we're...*).
- ✓ Write your draft in 35–40 minutes max and your final copy in 20–25 minutes.

LINKING WORDS:

- **As for... / When it comes to... / In terms of... / Regarding...** (*Čo sa týka...*)
- **Firstly, ... / First of all, ... / Secondly, ... / Thirdly, ... / Last but not least...**
- **One advantage is that...** (*Jedna výhoda je, že...*)
- **On the one hand... On the other hand...** (*Na jednej strane... Na druhej strane...*)
- **Another point is that...** (*Ďalšia vec je, že...*)
- **Moreover, ... / In addition, ... / Furthermore, ...** (*A okrem toho...*)
- **For instance / For example / Like / Such as...** (*Napríklad...*)
- **Fortunately... / Unfortunately...** (*Našťastie... / Bohužiaľ...*)
- **In my opinion... / From my point of view... / I reckon... / Personally, I think...**
- **Well, ...** (*Nuž...*)
- **So, ...** (*Nuž, takže...*)
- **Anyway, ...** (*Tak či onak, v každom prípade...*)
- **By the way, ...** (*Mimochodom...*)
- **However, ...** (*Ale / Avšak / Hoci...*)

- **Actually, ...** (*V skutočnosti, vlastne...*)
- **All in all, it is not so bad...** (*Koniec koncov, nie je to až také zlé...*)
- **Nevertheless, ...** (*Napriek tomu...*)
- **Last of all, ...** (*Úplne na záver...*)
- **To sum up... / In conclusion...** (*Záverom, aby som to zhrnul/a...*)

Pluses & Minuses:

- **Pluses (+) & Minuses (-)**
- **Perks (+) & Downsides (-)**
- **Strengths (+) & Weaknesses (-)**
- **Benefits (+) & Drawbacks (-)**
- **Pros (+) & Cons (-)**