

Useful Phrases for Informal Letters

On this page we will look at some useful phrases for informal letters (PET Writing Part 3).

Phrases

The words and expressions below are often used by native speakers when writing to friends and relatives. Using them will help you write in an informal style and will also help you organise your letter into clear paragraphs.

Starting your letter (Paragraph 1)

Thanks for your letter.

Lovely to hear from you.

How are you?

How are things?

Hope you're well.

Commenting on something (Paragraph 1)

I'm sorry to hear/learn ...

I'm so pleased to hear ...

It's great to hear ...

What wonderful news about ...

Moving the topic on (Paragraph 2)

Anyway, the reason I'm writing ...

I thought I'd write to tell/ask you

Anyway, I was wondering ...

Ending your letter (Paragraph 3)

Well, that's all for now

Write back soon

Looking forward to hearing from you again

All the best

Best wishes

See you soon

Take care

Yours

Love

Lots of love