

**Informal Letter Format 1 – Letter to your cousin enquiring about her first visit to Ethiopia**

**34, Park Avenue**

**Mumbai – 400023**

**24th September 2021**

Dearest Maria,

I was so glad to hear from my mother that you are back home after the trip. Hope you had a safe and enjoyable trip. I have been waiting to hear all about the trip from you.

Since this was the first time you have been to a foreign land, I guess every little bit of the trip was as exciting as you expected it to be. I have heard from my friends residing there that the place is extremely beautiful and that the people there are very endearing. However, I was worried when I knew that there were a few bomb blasts during your stay there. Hope all of you there were safe. I hope everything else was fine except for this.

I had spoken to your mother earlier, and she told me that you would be coming home after two weeks. I saw your pictures on Instagram as well. I can't wait to meet you and hear all your stories. Waiting eagerly for your reply.

**Your loving cousin,**

**Sarah**

**Informal Letter Format 2 – Letter to a friend about arranging a get-together**

**BB Street,**

**Allahabad – 211005**

**12/02/2020**

Dear Surya,

Hope you are keeping well, and everyone at home is keeping safe and healthy. It has been a long time since all of us have met, so I was thinking we could all meet up. I have planned to have a get-together next month. I would love to discuss more about it.

All of us could meet on Friday evening and stay over the weekend at a resort in Munnar. The climate in Munnar is great and it will be a good stress reliever. We could also go around the tourist spots if everyone is interested. If you are ready, we could talk to the others also. I will visit you next weekend to discuss more on this.

Awaiting your reply and hoping to meet you soon.

**Love,**

**Sreya**