

1. Sender's address

- Date

2. Greeting:

- Dear [Name]
- Hi [Name]
- Hello [Name]

3. Body:

- Introduction
- Main content (write about the topic or share your thoughts)
- Closing sentence

4. Closing:

- Yours truly
- Best regards
- Cheers
- Love
- Take care

5. Sender's name

Sd/

Here's an example of an informal letter:

[Sender's Address]

[Date]

Dear [Name or Pet name]

How are you? I hope you're doing great! I just wanted to share some exciting news with you...

[Main content]

Take care, and let's catch up soon!

Best regards,

[Sender's Name]

Irma Nivas

Pankow City

Berlin

11/10/2021

Dear Levi,

I was overjoyed to receive your letter! I've missed you so much since you got lost, and it warms my heart to know that you remember all the happy times we shared together. I've missed dressing you up in your favourite clothes, pushing you on the swing, and taking you on adventures everywhere I go.

I've kept all of your letters close to my heart, and I treasure the memories we made together. You were more than just a doll to me - you were my dear friend and companion. I'm so glad that I could show you what it means to be loved and cared for, just like a mother would.

Don't worry, Levi - we will meet again soon! I promise to always keep a special place in my heart for you. Until then, know that I love you dearly and will never forget our special bond.

With all my love,

Irma

Sd/