

**\*\*Informal Letter Outline\*\***

1. **\*\*Your Address\*\***

[Your Address]

[City, State, Zip Code]

[Date]

2. **\*\*Salutation\*\***

Dear [Friend's Name],

3. **\*\*Opening/Personal Anecdote\*\***

- Start with a friendly greeting and ask how they are doing.

- Share a personal story or recent experience.

4. **\*\*Main Content\*\***

- Discuss recent events in your life.

- Ask about their life and any recent experiences they want to share.

- Mention any common interests or upcoming events.

5. **\*\*Closing Thoughts\*\***

- Express your feelings or thoughts about the conversation.

- Include an invitation to meet up or keep in touch.

6. **\*\*Sign Off\*\***

Best wishes,

[Your Name]