

Informal Business Letter

Your Name
Your Address
Your City, State, Zip Code

Date

Name
Address
City, State, Zip Code

Dear [Name of Addressee];

Hi! How have you been? I'm sorry we haven't spoken in a while. Things have been quite busy, to be honest. Anyway, I do have some news to share with you! I am actually writing you because [insert reason for writing].

[Insert details and other information regarding the reason for writing. Friendly letters can be as long or as short as you would want it to be.]

I know it's been way too long, but I hope to hear back from you soon!

All the best,

Your name and signature