

Informal Business Letter

Name

Address

Date

Dear Jane,

I hope this letter finds you well. I'm sorry that I have not written as often as I should. School has been keeping me busy. Who would have thought getting a degree in fashion can be time-consuming and tiring? Gone are the days I thought I can party my way out of everything.

How are you doing in fashionable LA? Do people really drink as much green juice as they say or is that just an overstatement? I can't wait to visit you next month so that we can catch up with each other's lives over mimosas and avocado toast.

Anyway, I am writing to you because I need an opinion about my dissertation. We are required to put up a fashion show and because you're easily among my most fashionable friends, your input will help me greatly. Details regarding my dissertation and show are attached.

Thank you so much for your help! I will see you soon.

With warm affection,
Jane Summers