

Informal Personal Note Outline

1. Greeting

- *Hi [Friend's Name],*

2. Opening

- *Ask how they're doing / Express excitement to write / Reference previous conversation.*

3. Main Message

1. *Reason for writing (share news, tell a story, ask a question, etc.)*
2. *Details or anecdotes (something that happened, thoughts, feelings, updates)*
3. *Follow-up questions or thoughts related to your friend*

4. Closing

- *Express well wishes / Make plans / Invite a reply*
- *Sign-off (e.g. "Take care," "See you soon," etc.)*
- *Your name*