GST 112

SMS/PCS

19/sms10/002

Chris Akoma

**Write a befitting letter for each type of letter we have discussed**

* Formal letter
* Informal letter
* Semi-formal letter

**Formal letter**

No 9 Mode Road.

Ubeji, Warri.

Delta state.

April 22, 2020.

Edaor Solomon Adedokun

Afe Babalola University,

Ado Ekiti.

LETTER OF THANKS

Dear Mr. Edaor Solomon Adedokun

It was a pleasure going to your class and learning new things every time. When you speak in class or when you are teaching the class, your method of good that the lowest person in class will understand and pass your class. When I was in my first university, I did use of English but I did not pass it because I did not understand it. But when I step into your class and I hear you teach the use of English, I understand and I will always go to your class and hear you teach. I look forward to hearing more of your teaching sir.

Sincerely

Chris Akoma

**Informal letter**

No 9-mode road,

Warri, Ubeji

Delta state.

April 22, 2020.

Dear Mother,

How are you today? Hope you are fine. For you are bless be to GOD. My reason for writing you this letter is to tell you that I got an admission to Afe Babalola university. When I got the letter, I was scared because of what happened in my first university and why I was kick out, so when the letter arrived I was scared until I opened it and saw that I was accepted into the university and my heart was filled with joy. Hope you are enjoying your holiday in Brazil, love you mom.

Your lovely son,

Chris Akoma.

**Semi-formal letter**