

PERSONAL LETTER

Kelas XI
SDC, 2-10-2020

Personal letters are letters you write to people you have already known well or been familiar with, such as family members, friends, classmates or pen friends. (personal letter adalah surat yang kamu tulis untuk orang-orang yang telah kamu ketahui secara baik atau orang yang telah familiar denganmu. seperti anggota keluarga, teman-teman, teman kelas, atau teman pena).

Beberapa tujuan personal letter ditulis:

- Permintaan Maaf (Apologies)
- Pernyataan Terimakasih (Thank you's)
- Ucapan Selamat (Congratulations)
- Undangan (Invitation)

JENIS PERSONAL LETTER

Jenis-Jenis Personal letter dapat dibagi menjadi :

- **Family Letter** : Written to a family members to share recent news (*ditulis untuk anggota keluarga yang bertujuan membagi berita terbaru*)
- **Pen friend letter** : Written to a pen friend.
- **Fan Mails** : Written to someone you idolise or admire (*ditulis untuk seseorang yang kamu idolakan atau sukai*)
- **Holiday/Celebration letter**
- **Farewell letter** : Written to say goodbye to someone who is moving interstate or overseas, or changing school (*ditulis untuk mengucapkan selamat tinggal kepada seseorang yang pindah negara bagian atau keluar pulau. Atau juga pindah sekolah*)
- **Get well letter** : Written to wish someone a speedy recovery from illness. (*ditulis untuk mengharapkan seseorang sebuah pemulihan yang cepat dari sakit*).
- **Congratulations letter**
- **Thank You letter**
- **Love letter**

Struktur dari Personal Letter

- **Date (Tanggal)** = Biasanya tanggal ini ditulis pada kiri paling atas. Tanggal ini menunjukkan kapan waktu surat ditulis.
- **Address (Alamat)** = Bagian ini adalah tempat dimana kamu menulis surat atau alamat asal si pengirim tinggal. Alamat ditulis pada bagian kanan atas.
- **Salutation & Name (Salam & Nama)** = Bagian ini menuliskan salam pembuka dan nama penerima surat. Contohnya "Dear...", "Dearest...", "Sweetheart", "Darling", "My love" dan lain-lain.
- **Introduction (Pembukaan)** = Pembukaan dari surat biasanya dimulai dengan sebuah pembukaan seperti tanggapan dari surat sebelumnya atau bisa juga awal perkenalan diri jika kalian baru memulai surat-menyurat.
- **Body (Isi Surat)** = Bagian ini merupakan isi atau inti dari surat. Pada bagian Body ini kalian menceritakan semua isi surat yang ingin kita ceritakan.
- **Closure (Penutup)** Bagian ini menunjukkan bahwa surat akan segera berakhir.
- **Complimentary close (Salam Penutup)** = Bagian ini merupakan ungkapan penutup pendek seperti, "With love". "Sincerely yours", "With love", and so on.
- **Signature (Tanda tangan)** = Bagian ini berada di bawah complementary close, kalian bisa membubuhkan tanda tangan atau bisa juga hanya inisial nama kalian saja.

Contoh ungkapan yang digunakan pada personal letters

Starting the letter

- How are you?
- Hope this letter finds you...
- Thank you for your last letter.
- It was so good to hear from you.
- Sorry for answering late
- I am sorry I should have written earlier...
- Haven't heard from you in a while so I thought...
- I am sorry to inform you that...

Conclusion

- I am looking forward to seeing you soon.
- I am looking forward to hear from you soon.
- My best wishes for the coming test.
- See you.
- I will write soon.
- I will have to stop now.
- I am waiting for a quick reply.
- Looking forward to see you again.
- Bye.

Contoh 1:

Bandung, 5 November 2017

To my beloved friend, Aurora.
In Paris

Hello Aurora, How are you today? Hopefully you are fine. It's been a while since you left me here alone, huhuhu so sad. My family and I here are missing you a lot.

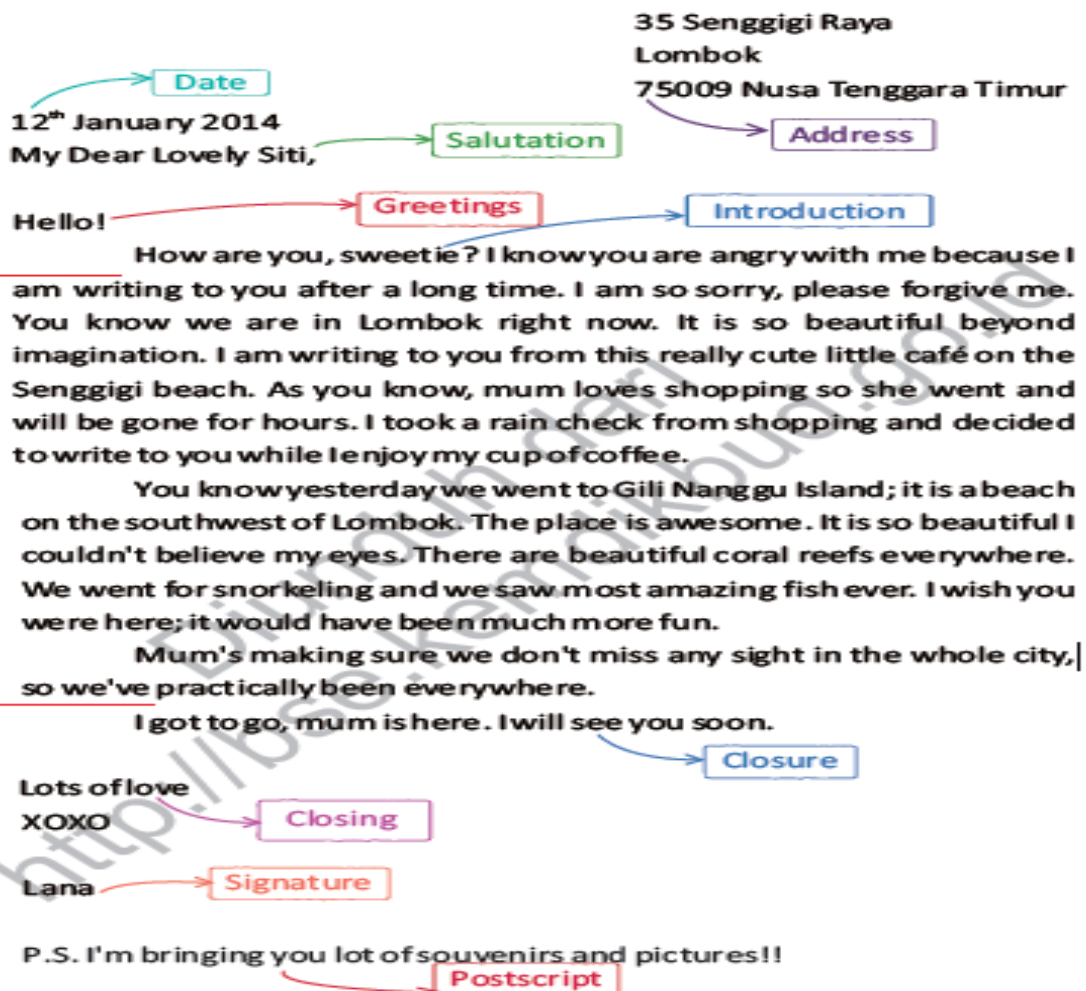
How is Paris? I guess it's very beautiful. Winter is coming soon right? Ah, I really want to know how the winter is. But, most importantly, please wear warm outfits and don't get sick.

And how about your college life? Is it run smoothly as you expected. I guess you will be the best in the class because you are the smartest one haha. Oh, By the way I will be starting my study in January. I'm very excited about it, because it is the first college class. I take English Education as my majority.

Okay, I think that's all for now. I want to hear everything about your new life in Paris. Please don't forget to reply my letter! See you and good luck~

With Love,
Miya

Contoh 2:



Contoh 3:

*Jl. Kenangan No. 1 Desa Rindu Menanti
Kecamatan Rindu Takberujung 74454
2nd October 2020*

Dear Cinta,

I have received your letter asking me to meet you at your house this Sunday to discuss the urgent matter you have. I regret however to say that it will not be possible for me to see you on Sunday as I already have a previous appointment . I shall see you on Monday next week at 5 p.m . Hoping the change of date will be convenient to you .

Your sincerely

Rindu

Sumber:

1. <https://lengkapsih.blogspot.com/2018/03/personal-letter-pengertian-jenis-contohnya.html>
2. <https://www.jagoanbahasainggris.com/2017/03/materi-dan-contoh-personal-letter-kelas-xi.html>
3. <https://englishadmin.com/2019/04/contoh-soal-personal-letter-dan-jawabannya-beserta-arti.html>