

classmate
Date _____
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* INFORMAL LETTER : These letters are written to friends and relatives. These are mainly messages, invitations, suggestions, requests, thanks or the letters expressing sorrow or tragedies, illness, etc.

* FORMAT OF AN INFORMAL LETTER

(SENDER'S ADDRESS)

(DATE)

(SALUTATION)

(BODY OF THE LETTER)

(SUBSCRIPTION)

(NAME)

Example.

Write a letter to your friend congratulating him / her on his / her success in the examination. You are Radha / Ramesh.

Ans.

25, Nehru Colony
Laal Kothi
Jaipur (Raj.)

April 17, 2020.

Dear Vibha,

I am glad to know that you stood first in your school in the annual exams. I congratulate you on your excellent success.

With best regards to your parents.

your loving friend,
Radha

Exercise :

- 1) Imagine that you are Ishaan Priya / Kunal. Your uncle has sent you a dictionary on your birthday. Write a letter to him thanking him for the birthday present.
- 2) You are Anil. Write a letter to your father requesting him to send you money to buy some books.