

Informal letter

129, Navyug Apartments

Pitampura, Delhi-110034

March 01, 2019

Dear Rudra

It's been a while since I've heard from you. Where have you been? I hope this letter finds you in the best of your health.

As summers are approaching, I was thinking if we could spend the summer break together at my place in Mumbai. I will introduce you to all my friends and close relatives. I will give you a city tour as well. We will spend some quality time in the afternoons near the sea shore. To add cherry on the cake, the weather here is very pleasant during those days due to sea winds.

I am excited even at the thought of you and I spending the summer together after so long. I have to tell you a lot of things and expect the same from you. Give my regards to aunty and uncle!

Hope to see you soon.

Yours lovingly

Sakshi/Saksham

Format of informal letter as per CBSE

The diagram illustrates the format of an informal letter with the following components and labels:

- Address of the sender:** M-38 Kirti Nagar
New Delhi-110015
- Date:** March 28, 20__
- Salutation:** Dear
- Message:** (The body of the letter, represented by five horizontal lines)
- Subscription:** Yours affectionately/sincerely
- Signature:**

Informal Letter Topics

Below is a list of a few important topics-

- i. Inviting a friend
- ii. Advising a friend
- iii. Apologizing to a friend
- iv. Thanking a friend for spending the holiday together
- v. Reminding a friend
- vi. Congratulating a friend
- vii. Requesting for help
- viii. Admitting a mistake

Tips for writing Informal Letter

- i. Make sure you double-check for grammatical accuracy and spellings. They carry marks.
- ii. Leave an adequate number of lines between paragraphs to make it look neat.
- iii. Underlining the main points is very important. But it is advised to do it after finishing your exam. Use a pencil and scale for underlining.
- iv. The presentation is very important.

Points to be noted while writing:

- While writing a letter to the parents or any other elders, Respected Father/Mother/Uncle can also be used. However, Dear Father/mother/Uncle/Aunt is more commonly used.
- Informal written to the people or relatives or friends of same age, Dear friend/cousin should be used.
- Stick to the point while writing the body or main content of the letter and tell the incidence clearly.
- Body of the letter must be end in three para. First para contains the short description of the incidence, Second para contains the elaborated incidence or the reason for writing the letter and third para contains the conclusion or asking for help or any other stuffs and ending point.

[Address of the Sender]

Date:

Dear (name of person)

Body of the letter:

Paragraph 1: Ask for the wellbeing of the person

Paragraph 2: Main reason to write the letter

Paragraph 3: Conclusion and end of letter

Yours lovingly,

Name of sender

3. Imagine that you are staying in the school hostel. Write a letter to your mother telling her about life in the hostel. Use the points given below to create the body of your letter.

number of students staying in the hostel ... friends ... discipline ... studies ...
food ... sports and fun ... things you like ... don't like about hostel life ...

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