



INDIAN SCHOOL DARSAIT
INFORMAL LETTER
ENGLISH



Class: III Sec:

Date:.....

Name:

Roll No:.....

FORMAT - INFORMAL LETTER

Address

Date

(29th August 2018)

Salutation

Dear _____

Introduction

(Asking about the receiver and saying about yourself – 2-3 sentences)

Body

(Content – the reason for writing the letter)

Conclusion

(Closing statements – 2-3 sentences)

Yours lovingly

_____ (Name)

SAMPLE LETTER

Here we have a sample letter where in Vinaya writes to her friend Neema telling about her new house and neighbour.

Vinaya Kripa
Chickmangaloor
Karnataka

29th August 2018

Dear Neema

How are you and your parents ? I am doing very well. I didn't write earlier as I was busy preparing for my exams. Hope your exams are over by now.

We have shifted to a new house. I like my new home. It's a lovely house. I have a big bedroom looking over the garden. I helped Mummy to arrange and decorate my bedroom yesterday. We chose a pretty yellow colour for my room. A boy called Mark lives next door. He is my classmate. He is very good at sports and English. He likes animals just like we do. He says he is going to be a vet when he grows up. I am still thinking about being a writer.

My best regard to you and your parents. Write back soon. I am really looking forward to hear all the news.

Yours lovingly
Vinaya

PRACTICE LETTER

Write a letter to your cousin about how you spent your Eid holidays.