



INDIAN SCHOOL DARSAIT
INFORMAL LETTER
ENGLISH



Class: IV Sec:

Date:.....

Name:

Roll No:.....

FORMAT - INFORMAL LETTER

Address

Date

(3rd May 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 Angelina writes to her mother telling about her boarding school.

St. Thomas School
Santhome
Kolkata

3rd May 2018

Dear Mamma

I hope my letter finds you in the best of health and spirits. I received your letter yesterday. I am fine. I have got some good friends here and I have adjusted to the new surroundings. I heard you were not well last week. Please take care of your health.

I am very happy in my new school. I am really enjoying life in a boarding school. The school has ideal surroundings. We have students from all over India. We have a set of routine to follow. We have regular study and games hours in our school. We are taken to the town once a week. Our hostel warden is very strict but friendly. He sees that we do not feel home sick. The atmosphere in the school is very good for studies. I am quite satisfied with the school.

My best regard to you and father and love to Alroy. I hope to see you soon for the next summer holidays. I miss you a lot.

Yours lovingly
Angelina

PRACTICE LETTER

Write a letter to your uncle thanking him for the wonderful gift you received on your birthday.