



INDIAN SCHOOL AL WADI AL KABIR

Class: VI	Department: ENGLISH	Date of submission: August, 2020
Worksheet No:6	Topic: INFORMAL LETTER	Note: Notebook Exercise

Informal Letter

Introduction

An informal letter is a letter that is written in a personal fashion. You can write them to relatives, friends or to anyone with whom you have a non-professional relationship.

Format

Sender's address

(Blank)

26th July, 2020 (Date in British format)

(Blank)

Salutation (Dear ABCD,)

(Blank)

Content

1. Introduction
2. Body of the letter
3. Concluding statement

(Blank)

Yours lovingly, (Complimentary close)
XYZ (Sender's Name)

SAMPLE LETTERS

- 1. Write a letter to your friend Rudra inviting him to spend the summer vacation at your place in Mumbai. You are Sakshi/ Saksham. Do not exceed 120-150 words.**

129, Navyug Apartments,
Pitampura,
Delhi-110034

1st May, 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 will be very pleasant during those days due to sea winds.

I am excited at the thought of spending this 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

Exercises

1. You are Akriti / Abhinav. Write a letter to your friend describing your online classes and your new learning experiences in about 120-150 words.

2. You were invited for a birthday party of your friend. Write a letter to your cousin telling her about the games, food and fun you had there.

ADDITIONAL RESOURCES

- <https://youtu.be/GzkPXQrvApc> - JOURNEY OF A LETTER
<https://youtu.be/eVIARvNd8O8> - Post office - Day to Day activities
https://youtu.be/poJ1mS_4sVg - POSTAL DELIVERY OF LETTERS
<https://youtu.be/1PSBQJBkpEY> - LENNY THE LETTER