



**INDIAN SCHOOL AL WADI AL KABIR**  
**DEPARTMENT OF ENGLISH [2021 – 2022]**

**TOPIC: INFORMAL LETTER WRITING -HANDOUT**

**LANGUAGE NOTEBOOK -2**

**RESOURCE PERSON: Mrs. Gemma Schwan**

**NAME: \_\_\_\_\_ CLASS: V SEC: \_\_\_\_\_ DATE: \_\_\_\_\_**

Diagram illustrating the structure of an informal letter with labels and arrows pointing to the corresponding sections:

- Sender's address
- Leave a line
- Date of writing the letter
- Salutation/greetings
- Body (1 or 2)
- Complimentary closure
- Your name/signature