

**Class -VI**  
**Subject- English**  
**Topic- Informal Letter**

**GENERAL INSTRUCTIONS:**

The following work is to be neatly done in the English notebook /Practice notebook.

**INTRODUCTION:**

Letters written to friends, relatives, parents, siblings etc. are called informal letters.

**EXPLANATION:**

Informal letters are mainly used for personal communication. This type of letter is very spontaneous in manner. The tone of an informal letter is friendly and full of feelings.

**FORMAT:**

**Sender's address given in the question / X City**

(...Leave a line after sender's address...)

**Date** (date/month/year)

(...Leave a line after date...)

**Salutation** (Dear-----)

**Content-** Introduction

Reasons

Conclusion

**Subscription-**Your friend (for friends)

Yours affectionately (for elders and relatives)

**Name given in the question/ABC**

### **SAMPLE QUESTION 1**

**You are Rajiv/Renu, a resident of 7 Niwas Marg, Meerut. Write a letter to your friend, Raman/Anuja, asking him/her to spend a weekend with you.**

7 Niwas Marg  
Meerut

2 April, 2020

Dear Raman/Anuja

Hope this letter finds you in good health and spirit. I am very well here and would like to share a good news with you. Guess what, my annual assessment papers are over and I am looking forward to spend a weekend with you.

Why don't you come over to my place this weekend so that we can have some fun and good time together? I have also invited Rahul, Priya and Sanya and they all have agreed to come over to my place. I have planned numerous activities which will keep us busy throughout the weekend. We will go to our favourite food joints, play snooker and table-tennis in the Housing Society Club, go to Entertainment Park and watch movies at night. We can also plan to visit the zoo next to my house if there is any time left. I am sure it would be real fun to spend time together.

I hope you will make the plan successful by coming to my place this weekend. Convey my regards to Uncle and Aunt and love to Devansh. Looking forward to meet you during the weekend.

Your friend  
Rajiv/Renu

## **SAMPLE QUESTION 2**

**You are Antra/Anay a resident of 9, Shastri Nagar, New Delhi. Write a letter to your cousin Sia / Rehan, persuading him/her to lead an active and healthy life.**

9, Shastri Nagar

New Delhi

2 April, 2020

Dear Sia/Rehan

I came to know through Aunt that you scored well in the Unit Test. Heartiest congratulations on this commendable achievement. We are very proud of you. However, it has become a cause of concern when I came to know that you have taken your academics too seriously and stopped indulging in other co-curricular activities.

It is very important to maintain a balance between physical and mental health. In order to keep a balance of it, every child must involve himself in both books as well as pursue his favourite sport, hobbies, yoga etc. You have been a very good singer and I would like to see you excelling in this creative field also. Hence apart from drowning yourself in books, you should also go ahead and join some music course in order to polish your skills. It will also help you to maintain a balance between academics and co-curricular activities. I really hope you will take this piece of advice seriously and put efforts to make them true.

Convey my regards to Uncle and Aunt and love to Ridhi. Wishing the very best for your future.

Yours affectionately

Antra/Anay

## **ASSIGNMENTS FOR PRACTICE (TO BE DONE IN THE PRACTICE NOTEBOOK)**

1. You are Amandeep, a resident of 24 Bharat Nagar, Bengaluru. Write a letter to your uncle thanking him for the birthday gift you recently received from him.
2. Write a letter to you cousin, describing the Environment Day celebrations in your school.