Worksheet 10	Subject: - English	Class: - V	Teacher:	- Mrs. Apoorva Chopra
Name:	Class & Sec:	Roll N	No	Date: 11.05.2020
	Topic: Informa	l Letter Writing		

A letter is a written message conveyed from one person to another person. They are a good means of communication and store of information.

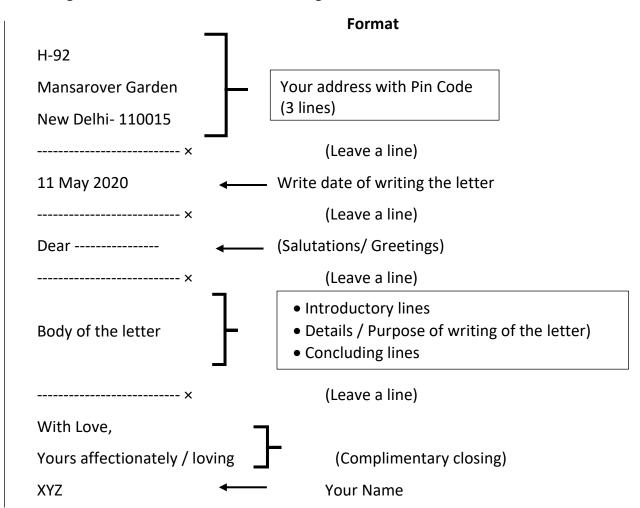
Two types of letter writing:

Informal	Formal		
Personal Letters	Professional Letters		
Written to friends / Parents/	Written to Authorities / Seniors/		
Cousin / Relatives	Colleagues/ Official Purposes		

Format of Informal Letter

Format – the way something is arranged or set out.

Margin – tells us where a line of text begins and ends.



Q1: Write a letter to your friend inviting him/her to spend the summer vacation at your place in Mumbai.

B -126
Kirti Nagar
Mumbai
------×
11 May, 2020
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Dear Aditi
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Hello! How are you? It's been a long time since we met. I hope you are doing well? I hope this letter finds you in good health. As you know that summer vacation are approaching. I was thinking if we could spend the summer break together at my place in Mumbai. I will introduce you to my family and friends. I will give you a city tour as well. I would love to go out and have street food with you. We can enjoy some quality time together. I am very excited to meet you. I have to tell you a lot of things and expect the some from you. Please share your response with me and let me know if it is possible for you to come to Mumbai. Give my regards to Uncle and Aunt! Hope to see you soon.

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With lots of Love

Yours loving

Apurva