

Worksheet - 1

Subject: - English Class: - IV
Teacher:Ms.Rajdeep Kaur Class &Sec: _Roll No. _

Date 05.10. 2020

INFORMAL LETTER FORMAT

SENDERS ADDRESS

DATE

DEAR F/M/Friend

Body of the letter

Yours lovingly

Name

Ques 1. Write a letter to a friend describing your school.

123 Defence colony

New Delhi
110018

5 October, 2020

Dear Piyush,

I am fine here and hope you are also fine and taking good care of yourself and your family. I really wish to share my wonderful experience in my new school. I have joined one of the best schools in Delhi. The school has all the facilities and the teachers and students are very friendly and supportive . The school has sports facilities also like Tennis, badminton football etc. The school has a very big library, a huge ground and well equipped computer labs.

I am enjoying every moment of my school. Do write to me about yourself . Lots of good wishes to you and your family take care.

Your loving friend
Sahil

FORMAL LETTER FORMAT

SENDERS ADDRESS

DATE

RECEIVERS ADDRESS

SUBJECT

SIR /MADAM

Body of the letter

Thanking you

Yours sincerely

Name

Ques 2 write a letter to the principal of your school requesting for 1week leave for sisters marriage.

123 defence colony
New Delhi
110018

5 October 2020

Guru Tegh Bahadur third Centenary
Public school
Mansarovar garden
New Delhi

Subject :Leave application for sister's wedding

Madam ,

This is to notify you I have my sister's wedding on 10th October for which my presence is required. Since the

place is very far of I need some days to come back and
join the school.

Therefore I request you to grant me four days days leave .

Thanking you
Yours sincerely
Ansh