

## Topic: Informal 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
<ul style="list-style-type: none"> <li>Personal Letters</li> </ul>	<ul style="list-style-type: none"> <li>Professional Letters</li> </ul>
<ul style="list-style-type: none"> <li>Written to friends / Parents/ Cousin / Relatives</li> </ul>	<ul style="list-style-type: none"> <li>Written to Authorities / Seniors/ Colleagues/ Official Purposes</li> </ul>

### Format of Informal Letter

Format – the way something is arranged or set out.

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

### Format

H-92

Mansarovar Garden

New Delhi- 110015

Your address with Pin Code  
(3 lines)

----- x

(Leave a line)

21 June, 2021

← Write date of writing the letter

----- x

(Leave a line)

Dear -----

← (Salutations/ Greetings)

----- x

(Leave a line)

Body of the letter

- Introductory lines
- Details / Purpose of writing of the letter)
- Concluding lines

----- x

(Leave a line)

With Love,

Yours affectionately / loving

(Complimentary closing)

XYZ

← Your Name

}

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

B -126

Kirti Nagar

Delhi

.....x

22 June 2021

.....x

Dear Aditi

.....x

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 is approaching. I was thinking if we could spend the summer break together at my place in Delhi. 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 same from you. Please share your response with me and let me know if it is possible for you to come to Delhi. Give my regards to Uncle and Aunt! Hope to see you soon.

.....x

With lots of Love

Yours loving

Apurva