

# Informal Letter Writing

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Letter writing is an essential skill. Despite the prevalence of emails and text messages, everyone has to write letters at some point. Letters of complaint, job applications, thank you letters, letters requesting changes or – making suggestions – the list goes on and on. Encouraging children to write letters from an early age will improve their communication, social and handwriting skills, and teach them what they need to know about writing and structuring letters.

Children are expected to learn how to write letters, notes and messages. They have to be aware of different styles of writing, the use of formal and informal letters, and to select style and vocabulary appropriate to the intended reader.

There are two types of letter

- Informal letters
- Formal letters

## Informal letters

These are letters to friends and relations, or people you know well.

- Casual and light-hearted tone.
- Lengthier than a formal letter.
- Preferably 1 side of the page.

## Structure:

- The sender's address should always appear on the top right-hand corner of the page.
- Include telephone number and email if available
- Greeting – There are several variations that can be used depending on how well you know the person: Dear Mary, Hi Mary, Greetings,
- Complimentary close – short comment, for example, Love, Lots of love, With thanks, See you soon

## Layout for an Informal letter

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Writer's Address

A-225, Mayur Vihar Phase 1, Delhi-94

Date	March 25, 2010
Salutation	Dear Ankit/Father/Mother/Sister/Brother/Aunt
Body	This part contains all the information one wants to share by writing the letter.
Subscription	Yours faithfully/affectionately/sincerely
Name or Signature	Ankit/Anuj/Sarah

## Informal Letter Writing Topics Solved Examples for Class 7 CBSE

### Informal Letters (Personal)

#### Question 1.

Write a letter to your friend who has been absent from school for about a week.

Answer:

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3244 – Sarita Colony

Delhi – 32

5th January 2017

My Dear Rohit, You have not been coming to school for about a week and the Principal has asked me to find out your whereabouts. I hope you are well. Please write to me when you are coming back to school. We missed you very much in the Badminton match. We have our Annual Function Day on the 28th of this month. We are doing a lot of preparations for the day. I hope you will come soon. With best wishes yours sincerely,  
XYZ

#### Question 2.

Write a letter to your friend, consoling her on the death of her mother.

Answer:

85, Govind Puri  
New Delhi  
20 September, 20XX

My dear Maria

I received your letter yesterday. I was shocked to know about the sudden death of your mother. I knew that she was ill. But her demise was far from my imagination. You all must be feeling very sad. It is a great loss to you. But it was God's will. You should bear this loss with fortitude. May God grant peace to her Soul!

Your friend  
Anita

**Question 3.**

Write a Letter to your uncle thanking him for a birthday gift.

**Answer:**

83, Rajouri Garden  
New Delhi  
February 4, 20XX

My dear Uncle

My parents celebrated my birthday with great rejoicing. I got many gifts. But like the most your gift. I want to say thank you for the beautiful wristwatch that you sent. It was very nice and I needed this very much since I lost my watch last month. Everyone liked it. I will keep it with care. It will remind me of your deep love for me:

Please convey my regards to my aunt.

With best regards  
Yours loving Niece  
Aryan

**Question 4.**

Write a letter to your friend inviting him to your elder sister's marriage ceremony.

**Answer:**

House no. 26  
West Guru Angad Nagar  
New Delhi  
May 15, 20XX

Dear Rony

I received your letter yesterday. I am glad to know that you are well. Today I shall give you good news. The wedding of my sister comes on July 18. I invite you to attend the

wedding. My parents will be very glad to see you. We shall make funs together. You must come. With best regards for you and your parents.

Yours ever  
Asha

**Question 5.**

Write a letter to your friend congratulating him on his brilliant success in the examination.

**Answer:**

House no. 126  
Bank enclave  
New Delhi  
April 14, 20XX

Dear Johnny

I received your letter yesterday. My joys knew no bound when I came to know that you succeed in the Gyan Bharti Scholarship examination. Please accept my heartiest congratulation on your brilliant success. Really we are proud of you. My parents are also very glad to know of your success. I believe you will be able to do the same result in your future exam, That's all for today. My best regards to your parents.

Yours ever  
Nitya

**Question 6.**

Write a letter to your younger brother advising him not to adopt unfair means in the examination.

**Answer:**

Flat no. 73  
East Guru Angad Nagar  
New Delhi  
June 17, 20XX

Dear Sohan

I received your letter yesterday. I am glad to know that your 1st term examination will be held on September. As there are a lot of news about the adoption of unfair means in the exams by the students. So I feel that I should give you some piece of advice. Unfair means in the examination is an offense. I do not support unfair means in the examination because it degrades the standard of education. If the students of a country do not acquire true education, there will be no development for the country. An examinee should read seriously so that he can cut a good figure in the examination. I

hope that you will never adopt copying in the examination hall. With best wishes and love.

Yours ever  
Naina

**Question 7.**

Write a letter to your friend requesting him to lend you a book

**Answer:**

House no. 67  
Dehradun April 20, 20XX

Dear Rakesh

I received your letter yesterday. I am glad to know that you are well. Our first Terminal Examination comes off on July 18. Unfortunately, I lost my Text Book. I shall be grateful to you if you kindly lend me the book for a week. I shall return it in a week. With best wishes and love.

Yours ever  
Preeti

**Question 8.**

Write a letter to your friend advising him to adjust to the new place and new food as his father just got transferred to a new place.

**Answer:**

67, Ranjeet Nagar,  
Alwar Rajasthan  
September 25, 20XX  
Dear Roshan

Thank you for your letter. You have been in Goa for six months. But you have written me that you are still facing some problems to adjust yourself to the new place and the new food. Today I am giving you some suggestions to overcome your problems. You should know that Goa is a wonderful place of the country. You are lucky enough to stay there. It is quite natural that it takes time to get accustomed to a new environment. But you should not forget that nothing is impossible for a man. So with the passage of time you will be able to adjust yourself to the new place and the new food because habit is the second nature of a man. Take everything easily, mix with the new friend and you will find everything ok. Give up worry and think about your better prospect of life. Please write to me positively.

Yours loving friend  
Nikita

**Question 9.**

Write a letter to your younger sister advising him to read newspaper regularly.

**Answer:**

706, Jagatram  
New Delhi  
October 16, 20XX

Dear Samarat

Hope you are well. I have come to know that you are not interested to read newspaper regularly. It is very disappointing. You should know that the newspaper is a very useful thing. By reading newspaper we can learn language and know the news of games, sports, science and the economic and political conditions of different countries. Newspaper is a store house of knowledge. I hope, now you can realize the importance of reading newspaper and read it regularly. With best wishes and love.

Yours Elder sister  
Urmi

**Question 10.**

Write a letter to your friend describing your experience of a train journey.

**Answer:**

98, Nirman vihar  
New Delhi  
April 16, 20XX

Dear Shikha

Hope you are well. Today I shall tell you about my experience of a train journey which I made a few days ago.

My train journey was from Delhi to Bhopal. I bought my ticket from Mymensingh Railway station and got into the train at 8 a.m. Luckily I got my seat beside a window. After a few minutes, the guard blew the whistle and the train began to move on. I looked outside through the window. The train was passing through the green fields. Trees and houses seemed to run behind. I saw the farmers working in the field. Cattle were grazing here and there. I also enjoyed the scenery of nature. At last the train reached Dhaka at 3 p.m. It was a very interesting and enjoyable journey. I shall never forget it Bhopal. With best wishes and love.

Yours affectionately  
Neeta

**Question 11.**

You are Mukesh, a resident of Hinoo, Ranchi. Write a letter to your father, who is in New Delhi, telling him about your plan after your examination is over.

**Answer:**

Hinoo

Ranchi

5 June, 20XX

Dear Daddy

I am fine here with mom and sister. Hence you are also well and fine. My annual examination is going to a close on 25th June. After that I shall be pursuing some creative activities. I shall take my hobbies of playing cricket and painting very seriously. I am hopeful that this year I shall be able to win the local tournament of cricket. Besides I shall try to organize an exhibition of my paintings on tribal culture at the local art gallery. Moreover, I shall devote one hour daily to my studies. I also intend to join the summer crash course in . The whole family misses you a lot. When are you coming?

Your lovingly

Mukesh

**Question 12.**

You are Suman living at 10 Patanayak Road, Bhubaneswar. Write a letter to your friend, Nomita inviting her to take part in a boating excursion.

**Answer:**

10 Patanayak Road

Bhubaneswar

7th May, 20XX

Dear Nomita

I am quite well here. I hope you will be happy there. You will be glad to know that I and some other friends are going out on a boating excursion on next Sunday. We are 10 in number. We have already hired a boat and made other arrangements. We will start at 5 in the evening. Some singers will also be with us. I would like you to join us at the sea-shore a little before 5 p.m. I shall feel lonely if you do not come.

Your loving friend

Suman.

**Question 13.**

You are Ashok living at 7, Mall Road, Shimla. Write a letter to your friend Sushil to give an advice for taking part in games. Answer:

7, Mall Road

Shimla  
14th July, 20XX

Dear Sushil

Our friend Sharda tells me that you do not take part in games. You are a book – worm. You always indulged in books. Even in the evening you never stir out of your room. You never go to the play – field. You do not take interest in any game. You do not care to see the important hockey and football matches that are played in the local field. This is really very lamentable. Only books cannot make your life happy. So games are as important as books in life. Games teach us teamship, discipline and endurance. They makes us strong, healthy and active. I would, therefore, advise you to shake off your laziness and take part in outdoor games.

Your friend  
Ashok.

**Question 14.**

Your elder brother has sent you a present of five thousand rupees on your birthday. In about 100–125 words, write a letter of thanks to him, and tell him how you propose to spend the money.

**Answer:**

B – 17, Bokaro Steel City  
Jharkhand  
24 November, 20XX

Dear Brother

What a nice present you sent me! Five thousand rupees! Thank you very much for the gift. A big amount like five thousand rupees means a great deal to me. I long wished to buy a radio–set. But I could not get it due to lack of money. Running commentaries on cricket being played attracted me most. I shall be able to spend my time in a better way now. A radio – set of my choice may cost about Rs. 400/–. I should like to have some books. But what I want most is a table – watch. Now my examination is fast drawing near. Sometimes I need to get up very early. The table – watch may cost about Rs. 800/–, I like many other things. But these are the things I like most. I hope you are in the best of health.

Your younger brother  
Raman.

**Question 15.**

In about 100–125 words, write a letter of cheers to your friend who is ill.

**Answer:**



25, Bhagwati lane  
Varanasi,  
17th October 20XX

Dear Mohan

I am very sorry to hear of your illness. Today I got a letter from Raman who has written about your illness. He says that you were seriously ill a week ago. The doctor examined you after a day. You are taking medicines and we hope you will be cured soon. Perhaps you might be feeling lonely in the hospital. I think your friends would be there. They would be attending on you as the hostel is near the hospital. Please don't think too much about your illness. It is not serious at all. It is perhaps the cold are created the trouble. Be bold and face the trouble. Your trouble is sure to end in a few days. I may like to see you shortly.

With best wishes  
Your friend  
Gopal.

**Question 16.**

You are Suraj of D-45, Jail Road, Nangal Raya, New Delhi. A number of scooters and cars are parked in your locality without any order, causing blockage of the streets. Write a letter to the local Secretary of the Residents' Association complaining against this problem.

**Answer:**

D-45,  
Jail Road Nangal Raya  
New Delhi  
25 May 20XX  
The Secretary  
Residents association  
Nangal Raya, New Delhi  
Sub: Complaining against blockage of streets

Sir,

" Through this letter, I, Suraj, secretary, RWA, seeks your attention towards the parking of a number of scooters and cars in our locality, Nangal Raya, New Delhi. They create inconvenience to all and cause a lot of problem. Streets have become quite congested. Even small children find it difficult to make their way home. It is requested that immediate steps should be taken to make some alternate arrangements for parking these vehicles. Residents should also be instructed about disordered parking.

Yours faithfully  
Suraj.  
(Secretary, RWA)

## **Informal Letter Writing Topics Practice Examples for Class 7 CBSE**

### **Informal Letters (Personal)**

- Write a letter to your friend inviting him/her to your birthday party
- Write a letter to your friend inviting him to spend the weekend with you.
- Write a letter to your friend telling him/her about your new pet.
- Write a letter to the principal requesting to arrange for Fire Safety Drill or talk on fire safety to raise awareness.
- Write a letter of complaint to the Manager of the mobile company for delivering you an unsealed pack of mobile phones.
- Write a letter to the editor of a newspaper for taking efforts to improve the condition of roads.
- You are Rohit Sharma, monitor of class 8th in SM Arya Public School, Faridabad. Write a letter to your
- Principal asking him to arrange for training classes in Basketball. Give reasons why you need this.
- Write a letter to a whole seller dealing in NCERT test books and storybooks for the ordering of some books that you require for your shop.
- You are the president of the sports club at your school. You have received the sports items that you had ordered for your school. Write a letter to the local dealer of sports accessories thanking him for the same and mentioning the payment made by you.
- You are Sunil Verma, a resident of B-168, Virat Vihar. Write a letter to the Accounts Manager of Bank of India for opening a new joint account in their branch.
- You are Abhi/ Ashi of house no. sector 44, Ambala. You are disturbed by the increase in traffic, pollution and uncleanliness in your city.
- Write a letter to the Chairman of the Municipal corporation, Ambala, seeking cooperation in keeping the city clean.
- You are a resident of Nirman Vihar, Laxmi Nagar. The roads of your locality are not maintained properly. Localities face a lot of problems due to bad maintenance of the roads and streetlights.
- Write a letter to the local MLA and request him to take the necessary measures to solve the above-mentioned problem.
- Write a letter to the Traffic Manager, Northern Railway, New Delhi, reporting the loss of your suitcase during your journey from Kolkata to Delhi in Rajdhani Express.
- Write a letter (within 120 words) to the Editor of an English Daily expressing grave concern about giving corporal punishment in educational institutions.
- Write a letter to your younger brother telling him the importance of hard work for a successful life.
- Write a letter to your friend describing her recent visit to Nainital. You are Radha.

- Write a letter to your father thanking him for the new bicycle that you received as your birthday gift. You are Raj staying in Boy's hostel at Shimla.