

Informal Letter

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 l 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

Sender's address
Date
Dear

<ul style="list-style-type: none">• You may have more than 2 paragraphs, Depending on who the recipient is you will you varying levels of informality.• It is generally accepted that in informal letters contracted forms can be used: can't instead of can not: haven't instead of have not etc.• You may also use a more colloquial language register – a chatty tone that you might use in speech/mild slang words.• Punctuation can be less formal: exclamation mark! used to signify shock or a joke; dashes – instead of commas; brackets used to separate additional ideas/references...!
Degree of intimacy with the recipient will determine the way you sign off: Best wishes/ kind regards / Yours truly / With love...

Informal Letter Writing Topics Solved Examples

Informal Letters (Personal)

Question 1.

Write a letter to your sister congratulating her on success in the examination

Answer:

Examination hall,
Ahmedabad
July 05, 20XX,

My Dear Sister,

I am very happy to know that you have passed the secondary school certificate (S.S.C) examination with credit. You got the first division in the examination. I congratulate you on your brilliant success. I am sending you the gift of a wrist watch. May you succeed in every sphere of life. With best wishes,

Yours affectionately
xyz

Question 2.

Write a letter to your mother about the test you have just taken.

Answer:

Examination hall,

Surat

January 03, 20XX,

My Dear Mother

How are you? By the grace of god, I am quite fine. I am sorry that I could not write you earlier. I was taking the second terms papers which ended yesterday. I did well in all the papers. I hope to get 90% marks. I also hope I will stand first in my class. It is possible if you pray for me.

Thank you.

Pay my regards to all at home.

Your loving

son

Raj

Question 3.

Write a letter to your father requesting him to send you some extra funds for payment of hostel dues.

Answer:

Examination hall,

Jaipur

March 11, 20XX,

My Dear Father,

I hope this letter of mine will find you in the best of your health. You will be happy to know that I stood first in my class getting 765 marks. I had to buy some helping books to my course and stationery. They have emptied my pocket. I have run short of money. I shall be grateful to you if you send me extra 1000 rupees for the payment of hostel dues. Pay my regards to all at home. Your loving son, Monish.

Question 4.

Write a letter to your friend thanking him for birthday present he sent for you.

Answer:

House no. 75

Bahubali enclave

Agra
April 14, 20XX

Dear Raghav,
I received your letter yesterday. I am glad to know that you are well. I have just received gift. Thank you very much for your birthday present. The wrist-watch you have sent is splendid. It is very kind of you to give me such a fine present. Hope you are well.

My best regards to your parents.

Yours ever
Hema

Question 5.

Write a letter to your father asking from money to pay the school fee and to buy new books.

Answer:

Flat no. 47
Laxmi nagar
New Delhi
April 14, 20XX

Dear Father,
I received your letter yesterday. I am glad to know that you are well. I need to buy some new books. I could pay my school fees for the last month. So I need rupees 1000. I shall be glad if you send me the said money. With best regards for you and mother.

Yours loving son
Sanjay

Question 6.

Write a letter to your friend inviting him to a picnic at city lake, Udaipur.

Answer:

209, Gandhi nagar
Udaipur
April 14, 20XX

Dear Rohit,
I received your letter yesterday. I am glad to know that you are well. You will be glad to hear that we are going to city lake on February 6 for a picnic. I invite you to join us. Our friends Jony and Rony also will go to city lake with us. City lake is a beautiful place. We

shall boat in the Bay together. We shall eat, drink and enjoy together. I am waiting for you.

Yours loving son
Rohan

Question 7.

Write a letter to your friend telling him how you have spent the summer vacation.

Answer:

557, Vivek Vihar
New Delhi
April 14, 20XX

Dear Rajeev,

I have received your letter. You have wanted to know about the how, I have spent my last summer vacation. Now I am writing you about it. You know that education is the backbone of a nation. No nation can prosper without education. But it is a matter of sorrow that most of the people of our country are illiterate and ignorant. They do not know how to read and write.

They have no knowledge of health, family planning and scientific method of cultivation. So I and some of my friends have decided that we would remove illiteracy and ignorance from our village. Finally we implemented our plan and spent the whole vacation in teaching the illiterate villagers. It was an enlightening experience. Villagers thanked us with their kind gestures.

Yours ever
Sameer

Question 8.

Write a letter to your friend inviting him in a birthday party.

Answer:

78, Seema puri
New Delhi
April 14, 20XX

Dear Tanu,

You will be delighted to know that a birthday party has been arranged on the occasion of my 13th birthday at our residence at 6 pm. Only my cousins and a few friends will join the party. A musical program has also been arranged. I shall be very glad if you take part in it with your camera. Please don't forget to come. With best regards to you and your parents and younger.

Yours ever
Palak

Question 9.

Write a letter to your friend describing a picnic.

Answer:

486, Chanakya Puri
New Delhi
April 14, 20XX

Dear Renu,

Thank you for your letter. You wanted to know about the picnic that I enjoyed one week ago. Now I am giving you a short description about it. Only the students of our class and some teachers took part in it. We went to Lodhi garden. The place is very rich in natural scenery. We started our journey at 9 in the morning and reached there within an hour. We had a lot of fun there. We played games and ate plenty of food. We also enjoyed the scenery of nature. I personally enjoyed the bus journey to and from the spot. Really it was a very enjoyable and interesting picnic to me. I shall not forget this picnic. With best wishes and love.

Yours ever
Hema

Question 10.

Your father has sent a beautiful gift on your birthday from London. Write a letter to him expressing your feeling of love and admiration for him. You are Sushmita, living at D-7, Amar colony, Lajpat nagar, New Delhi.

Answer:

D-7, Amar Colony
Lajpat Nagar
New Delhi
15th May 20XX

Dear Father,

I received such a nice gift from you on my birthday. My joy knew no bounds. This book gives me a lot of knowledge of vocabulary. Although a good number of my friends and relatives attended the birthday party, yet I missed you all the time. My friends and relatives gifted me many things but your gift of a dictionary is unique in many aspects. This gift is a great source of joy for me. It will help me to cultivate the habit of reading good books. I shall preserve and treasure it throughout my life.

Yours lovingly
Sushmita

Question 11.

In about 100-125 words, write a letter to your friend congratulating him on his success in the examination.

Answer:

10, Prashant Vihar
New Delhi
2nd August 20XX

Dear Sumit,

Please accept my heartiest congratulations on your brilliant success at the Secondary School Examination Board. To secure a high first division is no mean achievement. Though degrees are not now so highly valued as in the past, even so your grand success commands respect. I am sure you will get into a good job in any line you choose. With regards,

Your friend
Prabhat.

Question 12.

In about 100–125 words, write a letter to your friend, inviting him to spend his holidays with you.

Answer:

41, Dwarka II
New Delhi
21st May 20XX

Dear Kailash,

I am very happy to get your nice letter after a long time. Everyone here had been waiting for news about you. Your college is going to close for Puja holidays. Father and I would like you to spend at least the first week of your holidays with us here. We will have a very nice time here.

Days and nights will not be too cold or too hot. We can play, study and walk together. We can enjoy life in full. We are sure you will be able to come. Mother sends you love. Everyone wishes you good luck at the examination. Please do come here.

With love,

Your friend
Suraj

Question 13.

Your friend has invited you to his birthday party. In about 100-125 words, write a letter to him thanking him for it.

Answer:

F-36, R.K. Puram I
New Delhi
2nd August 20XX

Dear Mona,

Thank you very much for kind invitation to your birthday party. My parents have given me consent to spend my day with you. So, wait for me about half-past ten. I will bring my flute and play for you in the garden. My camera will also be with me. You know I produced such wonderful tunes of my flute that charm all my listeners.

With love Your friend
Sima

Question 14.

Your uncle sent you a book for a birthday present. In about 100-125 words, write a letter to your uncle, thanking him for the gift.

Answer:

213, Sarvapriya Vihar
New Delhi
12th December 20XX

Dear Uncle,

Thank you ever so much for the book you have sent me. It was good of you to remember by birthday. You have sent me such an interesting book to read. I have often heard people talk about Kupfer's Legends of Greece and Rome. I always liked to read it. Now I have it for my own. I feel very proud of it.

I am glad you did not send me an ordinary school – book, most of which are very dry. I began reading the book soon after I received the parcel. It was so exciting that I could not go to bed until I finished it. I shall work hard at my English now so that I can read such books easily. Again thanking you for the nice present and the pleasure it has given me.

Your lovingly
Sneha.

Informal Letter Writing Topics Practice Examples

Informal Letters (Personal)

- Write a letter to your friend inviting him/her to your birthday party
- Write a letter to your friend thanking him/her for attending your birthday party
- You are Sudeep living in school hostel at Surabhi Street, Yojna Nagar. Write a letter to your mother informing her about your performance in the recently held tests.
- Write a letter to your brother thanking him for a birthday gift. You are living at 15/14, Malviya Nagar, New Delhi.
- You are Shiv living at 18, Preet Vihar, Agra Cantt. Your uncle had an official holiday and invited you to show the Taj Mahal which you always wished to see. Write a letter to your friend telling him about your trip to this historical place.
- Write a letter to your friend inviting him to spend Durga Pooja holidays with you.
- On the basis of the picture given below, write a letter to your friend how you got an opportunity to witness a football match.
- You visited a city hospital to see a sick friend. You were pained at the sight of the hospital ward that was ill – maintained. Write a letter to your friend expressing your feeling with the help of the visual here.