

Informal Letter

Introduction

Informal letter is a type of letter written to a close friend, relative or an acquaintance. They are written to express one's feelings or to describe an important incident.

There are several points that need to be kept in mind while writing a letter. Here they are-

Points To Remember:

1. Informal letters do not require the address of the recipient or subject.
2. Marks will be awarded on the use of appropriate style, language, content and expression.
3. Coherence should be maintained.
4. Concluding note (subscription) could be of many types in informal letters like Yours, Yours loving, With love, Best wishes, Yours affectionately, etc.
5. Although marks will not be deducted for exceeding the word limit, it is advisable to follow the given word limit.

Difference between formal and informal letters:

The basic difference between informal and formal letters is that of the receiver. Informal letters are written to friends, family, relatives, and other near and dear ones while the formal letters are written for official purposes or to write to the editor of a magazine, the commissioner, the principal of a school, etc.

It is compulsory to include a subject in a formal letter, which is not the case in an informal letter. The address of the receiver and sender, both are necessary to be mentioned in a formal letter.

On the other hand, in an informal letter, only the sender's address has to be mentioned. The language of a formal letter is very formal and precise while one is allowed to use colloquial and descriptive language in an informal letter.

Poor Performance in the School Terminal Tests

Q. You are Arun. Write a letter to your father telling him about your poor performance in the school terminal tests. Also, assure him of your improvement in the half-yearly examinations.

Answer:

Examination Hall

New Delhi – 110072

15 May 2018

Dear father,

I am fine here and hope that all of you are doing well too.

I am extremely sorry to inform you that I have performed poorly in my first terminal test. I could not score good marks in any subject. However, I am sure that when I tell you the reason for my poor performance, you would empathize with me. Being the captain of my school hockey team, I constantly went with my team to play matches against other schools. Although we won few of them, while returning from the previous tournament, I fell ill and could not attend school for over a week. It is for this reason that I could not prepare well for the terminal test.

I assure you that the above reason is not an excuse. I will try to do fairly well in my half-yearly examinations and will not let you down, again.

Pay my regards to mother.

Your son,

Arun

Experiences of Living in the Village

Q. Write a letter to your grandmother whom you visited a few days back. Share with her the experiences of living in the village.

Answer:

12-A

Saket

Delhi- 110017

17 June 2019

Dear grandmother,

I hope this letter finds you in good health. Ever since I returned home after visiting you, I have been thinking of writing to you. I have already started missing the days I spent with you in the village.

I shared all the details of my vacation with my friends, at school. I told them about your beautiful house that is located close to the lake; how you used to cook delicious meals for all of us and how we used to go for long walks in the morning. They were thrilled to know that we used to take the cows to the fields for grazing. I also told them about the stories, you narrated to me every night.

I am already waiting for the next vacation so that I can be with you again. Take good care of yourself and send a reply as soon as you get this letter.

Your granddaughter,

PQR

Description of Your New School and Hostel Life

Q. You are Sparsh, a resident student of Class IX in the XYZ Public school, Bangalore. Write a letter to your mother describing your new school and hostel life.

Answer:

Room No. 14

Boys Hostel

XYZ Public School

Bangalore

25 February 20xx

Dear mother,

I am fine here and hope that this letter finds you in good health. This letter will surely dispel all your worries about my staying in a hostel.

I believe this school is one of the best that I could have gone to. Our principal is a strict disciplinarian but at the same time a very caring man. The teachers are very affectionate and efficient. They are always willing to sort any kind of problem we are in. We have the best facilities at our disposal, be it the playground, the gymnasium, the swimming pool or the lush green lawns. My classmates as well as roommates are helpful and fun to be with.

In a nutshell, all I want to say is that the kind of life I have here is not much different from the kind of life I had at home. However, I miss all of you and am waiting for the vacations to begin.

Your loving son,

Sparsh

Request to Increase Your Monthly Allowance

Q. Write a letter to your father to increase your monthly allowance, stating appropriate reasons for the same in about 120-150 words.

Answer:

Room no. 2

Peer Nagar Hostel

Nainital -23

December 2, 2018

Dearest Papa,

Hope this letter finds you in a good spirit. I am hale and hearty and look forward to meet you in the next summer holidays.

Papa, I have a special reason to write this letter to you. February is a wonderful time to join skiing classes in Auli. All my friends have got registered for it and even I would love to join these classes. I do not want to sound unreasonable at that point of time, asking for a lump sum amount for registration in the classes. However, this can be sorted out.

Why don't we take a middle path and you increase my pocket money now? This way, I could keep saving for the classes from now onwards and would not even have to ask for the entire money at that point of time. Hope you like my idea. I am earnestly waiting for your reply.

Love,

ABC

Benefits of Reading Newspapers

Q. You are Deepa/Deepak of 154, Radhapur, Delhi. Write a letter to your younger brother living in the hostel of Bansal's Institute, Rajasthan, telling him about the benefits of reading newspapers.

Answer:

154

Radhapur

Delhi

September 12, 2019

Dear ABC,

I hope this letter finds you in good health. I am writing this letter to let you know about the advantages of reading newspapers.

Generally, students do not pay attention to the importance of reading newspapers. But one must take out sufficient time in order to read a newspaper, daily. A newspaper is a mine-house of knowledge, providing information of the world. It not only keeps us well informed but also acts as a source of entertainment. Newspapers stimulate our thoughts and encourage independent thinking. Besides all this, newspapers help us to improve our language skills.

We should devote at least ten to fifteen minutes to go through a newspaper. I hope you will pay heed to my advice and start reading newspaper daily.

Your sister,

Deepa

Thank You Letter for a Birthday Gift

Q. You are Aditya. Write a letter to your elder brother thanking him for sending you a gift on your birthday.

Answer:

52 A DDA Flats

Preet Vihar

New Delhi-110091

Nov 21, 2019

Dear brother,

I am fine here and hope the same for you. I hope mom and dad are doing well. Write me to inform about mom's health.

I have written to inform you that last evening I received the parcel you had sent for me. I was overjoyed to find a watch inside it. Brother, I remember telling you that I was in need of a watch. I am glad you neither forgot my birthday nor my gift.

I am sure I will be able to better utilize time with the help of this watch. I thank you once again for your love and best wishes. Pay my regards to mother and father.

Yours lovingly

Aditya

Congratulatory Message to a Cousin for Securing First Position

Q. You are Priya. Write a letter to your cousin, Deeksha, congratulating her on securing first position in her class.

Answer:

52 A DDA Flats

Preet Vihar

New Delhi-110091

Nov 22, 2018

Dear Deeksha,

We are all fine here and hope the same for you. I am extremely happy to know about your excellent performance in the annual examinations. I congratulate you on securing first position in your class. Scoring more than 95% marks in aggregate with 100% marks in mathematics is absolutely praiseworthy.

We all know that you have worked really hard throughout the year and this is the result of your hard work. Believe me, it is a matter of great pride for all of us.

Mom and dad too have sent their wishes. We all hope that you will continue achieving higher goals in the time to come.

Yours lovingly

Priya

Request to Buy a New Bicycle

Q. You are Vivek. Write a letter to your father requesting him to buy you a new bicycle.

Answer:

52 A DDA Flats

Preet Vihar

New Delhi-110091

Dec 2, 2017

Dear father,

I am fine here and wish the same for all of you. You will be pleased to know that I have adjusted quite comfortably to my new school.

My studies are going well but I have been facing a problem for the past few weeks now. My school is located three kilometers away from aunt's house and there is no bus-facility in the area. In order to reach school on time, I leave home early and walk to school with a heavy load of books. By the time I reach school, I am totally exhausted. I would be grateful if you could arrange for me to buy a new bicycle.

Everything else is fine. Pay my regards to mother. I hope you will not deny my request.

Yours lovingly

Vivek

Congratulatory Message to a Cousin on Being Elected as the School Head Girl

Q. Write a letter to your cousin, Charu, congratulating her on getting elected as the head girl of her school.

Answer:

52 A DDA Flats

Preet Vihar

New Delhi-110091

November 26, 2018

Dear Charu,

I am doing well and wish the same for you. I hope Akshay is doing well in studies. Aunty came to my place yesterday and it was wonderful to know from her that you have been elected as the head girl of your school.

We all know that you have always been in the good books of your teachers and they have often encouraged other children by giving your example. I was very happy to hear the news. I wish that you achieve greater heights in the time to come.

Accept my heartiest congratulations on this well-deserved success. We all are extremely proud of you.

Yours lovingly

ABC

Seek Permission to Join Educational Tour

Q. Write a letter to your father seeking his permission to join the educational tour that is being organized by your school. You are Jai Trivedi.

Answer:

52 A DDA Flats

Preet Vihar

New Delhi-110091

June 11, 2019

Respected father,

I am fine here and hope the same for you. The results for the examinations held last year are out and I am happy to inform you that I have done extremely well.

Next month, our school is organising an educational tour to Agra, Jaipur and Ajmer. We have read a lot about these places in our history books. I am sure that this trip will enhance my knowledge and understanding of these places. Our class teacher and history teacher would be accompanying us for the tour.

It is a seven-day trip and the school would be bearing all the expenses. I request you to grant me permission to join my classmates on this tour.

Yours affectionately

Jai Trivedi