

INDIAN SCHOOL MUSCAT

MIDDLE SECTION

DEPARTMENT OF ENGLISH

WORKSHEET – INFORMAL LETTER WRITING [LONG WRITING SKILL]

Class V Sec. _____ Name: _____ Roll No. _____ Date: _____

Sample Letter

Write a letter to your friend inviting him / her for your birthday party at Pizza Hut, Ruwi at 6pm.

PO Box 1234 _____

PC 112 _____

Ruwi _____

Sultanate of Oman _____

9th December, 2017 _____

Dear Raj / Rani _____

Hope this letter finds you in the best of health. We are all fine over here. It has been a long time since we have been in touch. My birthday is on 15th January and I would like to invite you for my Birthday party at Pizza Hut, Ruwi.

The party will begin at 6 pm. I have invited all my friends. I have planned many games and fun filled activities. It will be fun if you can join us and make my party a memorable one for me. You can bring your brother/ sister along for the party. The party will end by 8pm.

Hope to see you at the party. Convey my regards to your parents. Love to everyone at home.

Yours lovingly, _____

Anoop/ Anita _____

2. Write a letter to your grandparents telling them how you spent your winter vacation.

