



INDIAN SCHOOL MUSCAT

MIDDLE SECTION

DEPARTMENT OF ENGLISH

CLASS VI - INFORMAL LETTER WRITING WORKSHEET -4



Letters are classified into Formal letters and Informal letters.

Steps For Writing Informal Letters

- *Sender's address without name*
 - *Date*
 - *Salutation/Greeting*
 - *The body of the Letter*
 - *The Subscription/Leave taking*
 - *The Signature/name*
-

Sample Letter

Letter to your sister on her birthday

54 Block
Defence colony
New Delhi- 110024

10th January 2018

My dear sister

Let me first wish you a very Happy Birthday! You have no idea how disappointed I am for not being able to be with you on your birthday. I hope the day is filled with joy. I wish you good health and a whole lot of happiness for the years to come.

I am sending a hamper along with this letter . I hope you like what I have bought for you. You know how I am stuck with my exams. I promise to rush back home and celebrate your birthday with you once my exams get over. I have only two more days to go. Hopefully, by the time you get this letter, I will be packing my bags for home!

Do take care of yourself. Give my love to Mom and Daddy. Have a wonderful time! See you soon.

Your loving sister

Esha

