

CBSE Informal Letter Writing Format

10/1E Karol Bagh
New Delhi -110005
India

*Your address
with
PIN code*

21 April 2020

Write date of writing the letter

Dear Rahul

Salutations / Greetings

I hope my letter finds you in good health. You will be glad to know...

This is where you write in detail in an informal / personal tone.

This part can have 3 paragraphs

Para 1 – You can write in brief about the purpose of writing.

Para 2 – You can write in detail about the purpose.

Para 3 – Concluding lines.

With Love,
Yours affectionately

Complimentary Closing

Rishabh Shukla

Your name



WRITING TO A FRIEND



1 OPENING

Hi/ Hello/ Hey Mary/ It's been ages since we last spoke./ How are you?/ How's life treating you?/ How's life?/ How are things?

2 EXPRESSING THANKS

Thanks a million for/ Thanks a lot for.../ Cheers for .../ I really appreciate it./ Thanks my friend.

3 GIVING NEWS

Guess what. I've.../ I've got some good news my friend./ Great news Mary, I've.../ Unfortunately, I've got bad news

4 REFUSING INVITATION

Sorry, I'm busy/ I appreciate the invite, but I can't/ I don't think I can./ I'm really sorry, but.../ Sorry, I'm afraid I don't...

5 RESPONDING TO NEWS

I'm so happy for you/ That's fantastic news/ Sorry to hear that/ I'm glad to hear that/ I'm thrilled for you/ What great news!

6 MAKING SUGGEST

If I were you, I'd.../ You should.../ I think you must.../ You simply have to .../ Why don't you...?



7 OFFERING ADVICE

The best thing to do is.../ I'd suggest that you.../ I'd recommend that you.../ I think you should.../ You must do ...

8 CLOSING

Well, that's all for now/ I'd better get back to work here/ Looking forward to.../ Take care/ All the best/ All my love

Question 2: You are Aakriti/ Abhinav. Write a letter to your friend describing your boarding school in about 120-150 words.

Answer:

B-32, sector-11

Rohini

New Delhi-110085

April 15, 2018

Dear Muskan

How have you been? I hope my letter finds you in best of health and spirits. It has been almost a month I transferred to the boarding school. I am very happy in my new school. The classes and dormitories are very spacious. There are well equipped science laboratories and a library with a great collection of books. The school has amazing sports facilities such as swimming pool, horse riding track and archery range.

I believe my life here will be interesting and enjoyable. Although I have made many new friends, I still miss you and the other friends. Please, pay my regards to your parents.

Yours sincerely

Aakriti/ Abhinav



For practice

1. Write a letter to your friend describing how you have spent puja vacation this year.



2. You haven't seen your best friend for a long time. Write a letter to your friend.