

## What Is an Informal Letter?

An informal letter, also referred to as a friendly letter, is a personal letter written to friends or relatives.

Since, they are written to close relations the letters have an informal and personal tone. Casual language is used while writing informal letters. And sometimes the letters may even have an emotional undertone. Informal letters are mainly used for personal communication.

### FORMAT OF INFORMAL LETTER-

From,

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Date - 14th May 2017

Dear \_\_\_\_\_ [name of person]

Hello! How're you? How's the weather there? It's extremely warm here. I hope you and everyone else is doing well.

I'm very busy here with \_\_\_\_\_. There's a lot of work to be done. Time is extremely precious. I cannot wait to meet \_\_\_\_\_.

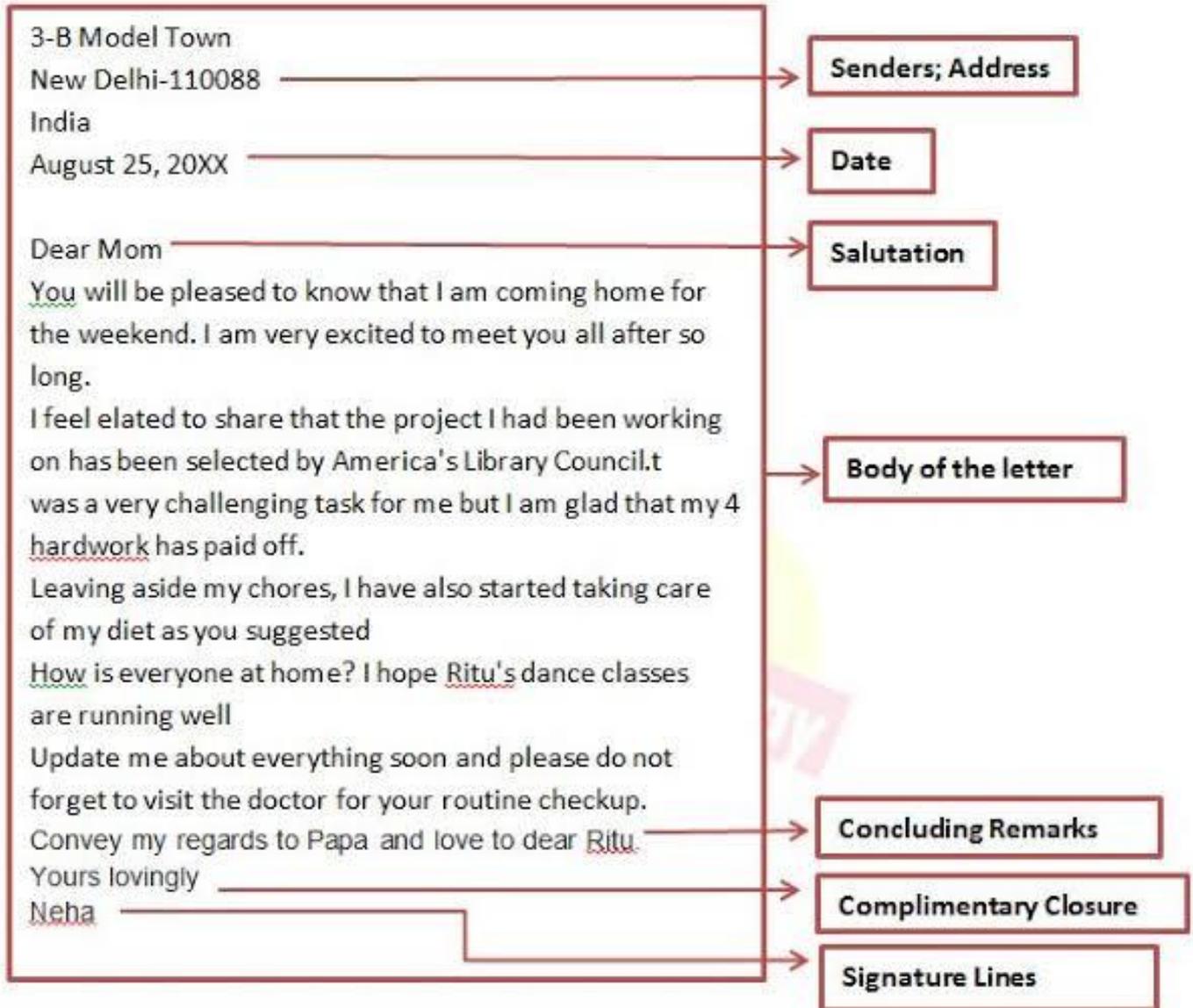
I'll be coming to \_\_\_\_\_ for a conference/wedding/meeting. We have to meet up then. Do write back soon. I'm waiting for your reply.

Take care,

Love,

\_\_\_\_\_ (Name)

**For Example:**



**Q1- Write a letter to your father requesting him to buy you a cycle.**

**Answer**

70, Shastri Nagar  
Bhiwani

25th April 2020

Dear Papa

You will be glad to know that I have secured 86 per cent marks in class V. Let me remind you of your promise that if I score good marks, you will get me a bicycle. Now the time has come. So, please do let me have a cycle in this summer vacation. It will save my precious time. I want to devote more and more time to my studies.

I look forward eagerly. I am very keen to have my very first bicycle.

Yours lovingly  
Parvesh

**Q2- Write a letter to your younger brother who has grown very weak. Suggest ways how he can improve his health.**

**Answer**

25/34, Punjabi Bagh  
New Delhi  
5 December 2020  
Dear Anu

I am glad to know that Mohan uncle met you recently in your boarding school hostel. He has phoned Papa to tell him that you have lost weight and you look weak. It is good that you are an exceptionally brilliant student. But at the same time you should take care of your health also. To have a sound mind, a sound body is equally essential.

So take healthy and rich diet. Get up early in the morning. Go for a long walk. You should also start playing some game. Team spirit, discipline and physical fitness are the key to success in life.

I hope next time when you come home, you look healthier, fit and fine.

With lots of love and affection,

Yours lovingly

Ankur

### Questions for Assignment:

**1. Write a letter to your friend Rudra/Rani inviting him to spend the summer vacation at your place. You are Sakshi/ Saksham. Do not exceed 120-150 words.**

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

**3. Write a letter to your friend telling about the precautions to take in the time of spread of Corona virus and stay safe inside home in about 120-150 words. You are Manvi/Manav.**