


CLASS-6
ENGLISH
WRITING SKILLS

LETTER WRITING

By: Ms Priyanka Sharma



Informal Letter Writing

Introduction

Informal Letter

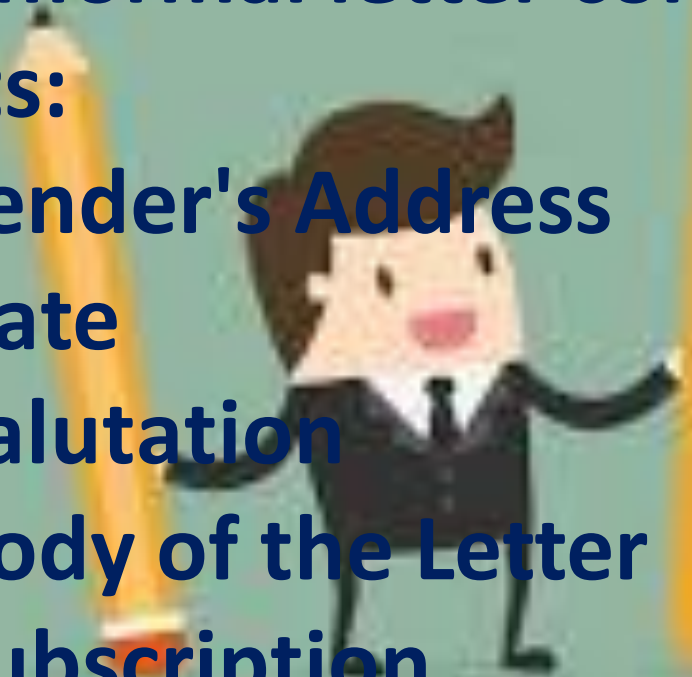
- ◆ These are letters to friends , family and relatives
- ◆ Or to the people you know well
- ◆ Casual and light hearted tone
 - ◆ Also known as personal letters
 - ◆ Lengthier than a formal letter



Format of an Informal Letter

A letter has a specific format. The tone and content of the letter tell us whether a particular letter is official letter or personal. An informal letter comprises of different parts:

- Sender's Address
- Date
- Salutation
- Body of the Letter
- Subscription
- Sender's Name



Layout of Informal Letter

Sender's address

Date

Salutation (form of greeting)

Body of the Letter (including introduction, content and conclusion)

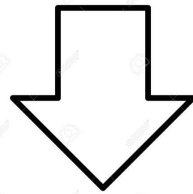
Subscription
with sender's name

Sender's Address:

Includes the details of a person writing or sending a letter and should be placed at the top left hand corner of the page.

Should be written in two to three lines.

For example-

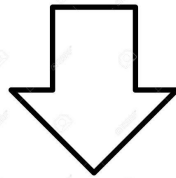


D-34, Ras Vihar .

Dwarka New Delhi

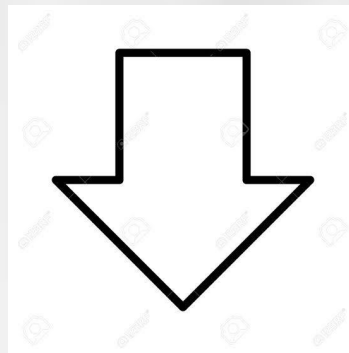
Date:

Should be written just below the sender's address after leaving a line.



10th March, 20XX,

Salutation (Form of greeting): The way in which we address the recipient. In informal letters, it's not necessary that the salutation should indicate higher degree of formality and honour.

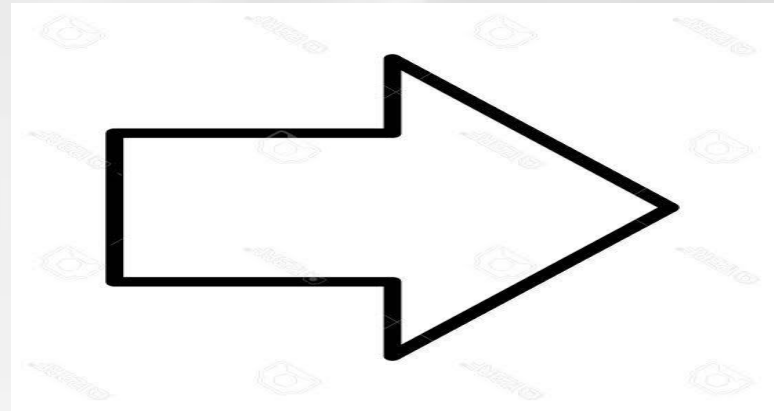


For example- Dear Mom/Dad/ Drihti



Body of the letter

Personal letters can be written on any general subject and the tone can be casual. For example:



Dear Rudra

It's been a while since I've heard from you. Where have you been? I hope this letter finds you in the best of your health.

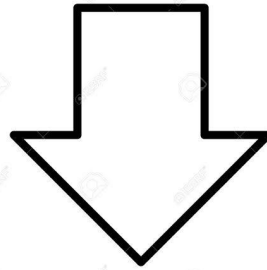
As summers are approaching, I was thinking if we could spend the summer break together at my place in Mumbai. I will introduce you to all my friends and close relatives. I will give you a city tour as well. We will spend some quality time in the afternoons near the sea shore. To add cherry on the cake, the weather here is very pleasant during those days due to sea winds.

I am excited even at the thought of you and I spending the summer together after so long. I have to tell you a lot of things and expect the same from you. Give my regards to aunty and uncle!

Hope to see you soon.



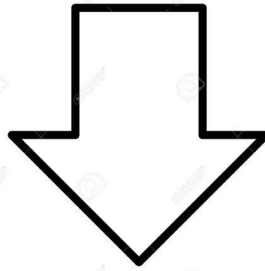
Subscription (Complimentary Closing): This is the concluding part of the letter and should be written at the bottom left-hand corner after the body. For example:



- ◆ **Yours ever**
- ◆ **Yours lovingly**
- ◆ **Yours affectionately**



Subscription with sender's name:



**With love
Maira**



Sample Question:
**Write a letter to your cousin
congratulating her on success in the
examination.**



Shivamvihar colony,

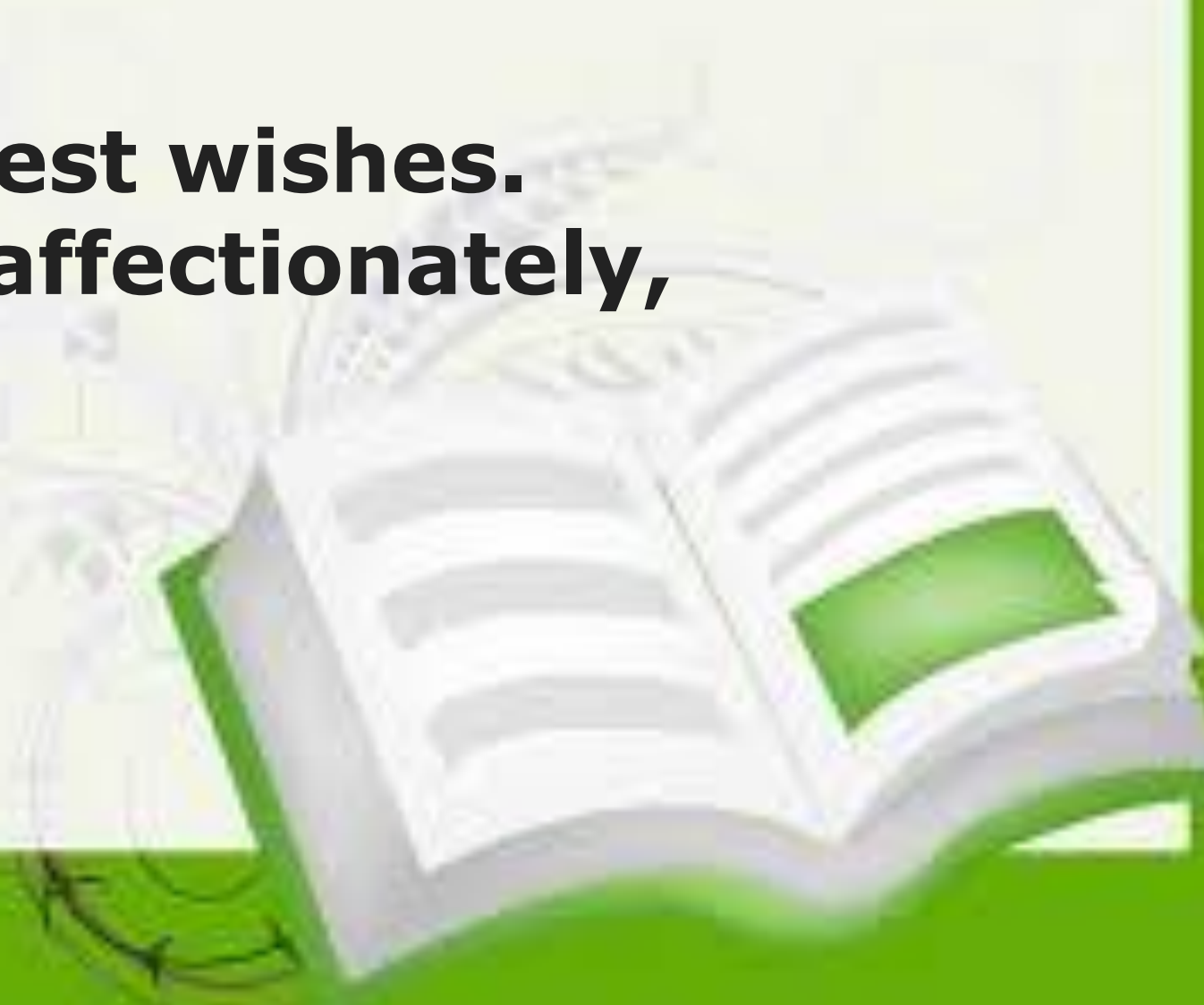
Surat

August 6th, 2020

My dear Hina,

How are you? Hope you are doing well. I received your kind letter yesterday. Excuse me for not writing you soon. You have passed the examination. You got good marks. I congratulate you on your success. Please pay my respect to elders and love to younger.

**With best wishes.
Yours affectionately,
Rima**



**Thanks for
watching**

