

LETTER WRITING – INFORMAL

Level 1 to 3

You are Ram / Rajni Sharma, staying at 201 / Sterling Park, MG Road, Bhayander West, Thane - 401101 and you are writing a letter to...

I the younger brother advising him on time management.

Dear [Brother's Name],

I hope this letter finds you in good health and spirits. As your elder sibling, it is my responsibility to guide you in the right direction. I have been observing your routine lately and I feel you are not managing your time well. You often waste your precious time on unnecessary things, and this is affecting your studies and other important tasks.

I advise you to start prioritizing your tasks and prepare a timetable for the day. Allocate sufficient time for studies, extracurricular activities, and personal leisure time. Stick to this schedule diligently and you will find that you have ample time to do everything that you want to do. Remember, time is a valuable asset and once lost, it cannot be regained.

I hope you will take my advice seriously and make the necessary changes in your routine.

I am always here to help you in case you need any guidance.

Take care and all the best!

Your loving brother,

Ram Sharma

2 the father staying abroad for work, asking about his health.

Dear Dad,

I hope this letter finds you in good health and high spirits. I have been missing you a lot lately and am eagerly waiting for you to come back home. How has your work been going?

I hope everything is going well.

I want to know about your health. Have you been taking good care of yourself? Please do not neglect your health even in your busy schedule. Remember, your health is your wealth and without it, everything else becomes meaningless.

I am eagerly waiting for your return so that we can spend some quality time together. Please take care of yourself and keep me updated about your well-being.

With love and regards,

Your loving son,

Ram Sharma

3 the cousin inviting him / her for the Diwali Vacation.

Dear [Cousin's Name],

I hope this letter finds you in good health and happiness. As you know, Diwali is around the corner and I cannot wait to celebrate it with you. I miss the good old days when we used to celebrate Diwali together and have a lot of fun.

I would like to invite you to come and spend the Diwali vacation with us. We have planned a lot of activities and fun-filled events for the entire family. I am sure you will enjoy yourself to the fullest and create some unforgettable memories.

Please let me know if you can make it and the dates of your travel so that we can make the necessary arrangements.

Looking forward to your positive response.

With love and regards,

Your loving cousin,

Ram Sharma

4 a friend asking him to focus on studies more than play.

Dear [Friend's Name],

I hope this letter finds you in good health and spirits. As your friend, I am concerned about your studies. I have noticed that you are spending more time playing than studying. While it is important to have fun and enjoy life, it is equally important to focus on studies and secure a good future for yourself.

I advise you to balance your time between studies and play. Allocate sufficient time for studies and make a sincere effort to excel in your academic pursuits. Once you achieve your goals, you will have all the time in the world to play and enjoy life.

I hope you will take my advice in the right spirit and make the necessary changes in your routine.

With best wishes,

Your loving friend,

Ram Sharma.

5 a friend advising him / her to keep himself/herself away from bad company he/ she has fallen into. Advise him /her to concentrate on better things in life.

Dear [Friend's Name],

I hope this letter finds you well. I am writing to you with a heavy heart, as I am concerned about the company you have recently fallen into. You have always been a great friend, and I care about you deeply. Therefore, I feel it is my responsibility to bring to your attention that the people you are associating with are not a good influence on you.

It is essential to surround yourself with people who encourage you to be your best self, rather than pulling you down. From what I have heard, your current group of friends is engaging in activities that are harmful and illegal. I urge you to reconsider your choices and distance yourself from this group.

Instead of spending time with negative influences, I suggest you focus on more positive things in life. You have many talents and passions that you can pursue, which will bring you much more fulfillment and joy. Please know that I am here to support you in any way.

Take care of yourself and make the right choices.

Sincerely,

Ram Sharma

6 a friend, who lives abroad, inviting him for the Kite festival describing the festivities, excitement, and the fun.

Dear [Friend's Name],

I hope this letter finds you in the best of health and spirits. I am writing to invite you to the upcoming Kite festival in our town. This festival is a significant event in our culture, and it is celebrated with great excitement and enthusiasm. I am sure you will love it too.

The festival takes place every year on 14th January and lasts for two days. People from all over the town come together to fly kites and enjoy the festivities. There are various competitions, food stalls, and music performances that make this festival a truly memorable experience.

I would be delighted if you could come and join me in this celebration. I will arrange for your stay and ensure that you have a comfortable and enjoyable visit. It will also be an excellent opportunity for us to catch up and spend quality time together.

Please let me know if you can make it, and I will make all the necessary arrangements. I look forward to hearing from you soon.

Warm Regards,

[Your Name]

7 a friend describing the vicinity of the new town he /she has shifted in recently. Also speak about the new friends made and how has the new town been treating him / her.

Dear [Friend's Name],

It was great to hear from you after so long. I am glad that you have shifted to a new town and made some new friends. I would love to know more about your new home and the people you have met.

I am sure that the new town must be quite different from our hometown, with new experiences and challenges. How are you adjusting to the new environment? What are some of the exciting places you have visited? I would love to hear all about it. Also, tell me more about your new friends. Are they similar to the people we used to hang out with, or are they different? What do you like most about them?

I am excited to know more about your new life and would love to come and visit you sometime. Let me know if that is possible and when would be a good time.

Take care and keep in touch.

Best Wishes.

Your loving friend,

Ram Sharma.

8 your uncle who has sent you a big cash present on your birthday. Write a letter thanking him for it and also tell him how you will utilize the amount of the present.

Dear Uncle,

I hope this letter finds you in the best of your health and spirits. I wanted to take this opportunity to thank you for the generous cash present you sent me on my birthday. Your kind gesture has left me speechless, and I am extremely grateful for it.

As you may already know, I have been saving up to purchase a new laptop for my college work. Your gift has brought me one step closer to achieving my goal. I plan to utilize the amount you sent me towards the purchase of a high-end laptop, which will not only help me in my studies but also enhance my skills in other areas of interest.

Once again, I am truly thankful for your thoughtful gift and the love and affection you have always shown me. Please convey my regards to Aunt and the rest of the family.

With warm regards,

Your loving Godchild,

Ram Sharma

ARHAM PRIVATE TUTORIALS

9 to your friend advising him to be positive in every situation as he is feeling very low after a spell of ill health.

Dear [Friend's Name],

I was saddened to hear about your recent spell of ill health, but I am glad to know that you are on the road to recovery. I understand that it can be challenging to stay positive during such times, but it is essential to remember that positivity is the key to a healthy mind and body.

I would like to remind you that you have always been a fighter and have overcome many obstacles in your life. This time will not be any different, and I have complete faith that you will emerge stronger than ever. It is natural to feel low and demotivated, but it is crucial to focus on the good things in life and find joy in the little things.

I urge you to take care of yourself, both physically and mentally. Engage in activities that bring you happiness and surround yourself with positive and supportive people. Remember that tough times do not last, but tough people do. I am always here for you if you need a listening ear or a shoulder to lean on. Keep the faith and stay positive.

Warm regards,

Your loving friend,

Ram Sharma

10 to your elder cousin who is now married and call her home for Raksha Bandhan this year.

Dear [Cousin's Name],

I hope this letter finds you in the best of your health and spirits. I am writing to extend my warmest wishes on the occasion of Raksha Bandhan. Although we are miles apart, our bond of love and affection remains as strong as ever.

I was delighted to hear about your marriage, and I congratulate you on this new phase of your life. I am looking forward to meeting your husband and welcoming him to the family. As Raksha Bandhan is approaching, I would like to extend a warm invitation to you and your husband to visit us and celebrate the occasion together. It will be an excellent opportunity for us to catch up and relive old memories.

I hope this letter finds you well, and I eagerly await your response.

With warm regards,

Your brother and friend,

Ram Sharma