

LETTER WRITING – COMPETITIVE EXAM NOTES

1. Types of Letters

(A) Informal Letters: Written to friends, relatives, parents, siblings.
Language is simple and friendly.

(B) Formal Letters: Written to officials like Editor, Headmaster, Manager, Landlord.
Language is polite and respectful.

2. Formats

Informal Letter Format:

Sender's Address
Date

Dear ___,
Body (2 paragraphs)

Yours lovingly,
XYZ

Formal Letter Format:

From
To
Date
Subject

Sir/Madam,
Body (2 paragraphs)

Thanking you,
Yours faithfully,
XYZ

Q16. Summer Vacation

ABC, New Delhi
10 June 2025

Dear ABC,

I hope you are fine. I am writing to tell you how I spent my summer vacation. I visited my grandparents and enjoyed fresh air, games, and good food. I also read books and helped at home.

The vacation was enjoyable and refreshing.

Yours lovingly,
XYZ

Q17. Visit to a Public Building

ABC, Lucknow
10 June 2025

Dear Uncle,

Last week I visited the National Museum. It is a beautiful and educational place. I learned many things about our history. The visit increased my knowledge.

Yours affectionately,
XYZ

Q18. A Brave Deed

ABC, Kanpur
10 June 2025

Dear Uncle,

A boy in our street saved a child from an accident. He acted bravely without fear. Everyone praised his courage.

Yours lovingly,
XYZ

Q19. Presence of Mind

ABC, Agra
10 June 2025

Dear Uncle,

A shopkeeper quickly switched off electricity during a short circuit. His presence of mind saved many lives and property.

Yours affectionately,
XYZ

Q20. Pleasant Dream

ABC, Jaipur
10 June 2025

Dear ABC,

I saw a pleasant dream where I achieved success and made my parents proud. The dream motivated me to work harder.

Yours lovingly,
XYZ

Q21. Favourite Book

ABC, Bhopal
10 June 2025

Dear ABC,

My favourite book is Wings of Fire by Dr. A.P.J. Abdul Kalam. It inspires us to work hard and never give up.

Yours sincerely,
XYZ

Q22. Visit to an Orphanage

ABC, Indore
10 June 2025

Dear Sister,

I visited an orphanage with my friends. We shared food and clothes. The visit taught me kindness and humanity.

With love,
XYZ