

Informal Letter

Introduction

Informal letter is a type of letter written to a close friend, relative or an acquaintance. They are written to express one's feelings or to describe an important incident.

There are several points that need to be kept in mind while writing a letter. Here they are-

Points To Remember:

1. Informal letters do not require the address of the recipient or subject.
2. Marks will be awarded on the use of appropriate style, language, content and expression.
3. Coherence should be maintained.
4. Concluding note (subscription) could be of many types in informal letters like Yours, Yours loving, With love, Best wishes, Yours affectionately, etc.
5. Although marks will not be deducted for exceeding the word limit, it is advisable to follow the given word limit.

Difference between formal and informal letters:

The basic difference between informal and formal letters is that of the receiver. Informal letters are written to friends, family, relatives, and other near and dear ones while the formal letters are written for official purposes or to write to the editor of a magazine, the commissioner, the principal of a school, etc.

It is compulsory to include a subject in a formal letter, which is not the case in an informal letter. The address of the receiver and sender, both are necessary to be mentioned in a formal letter. On the other hand, in an informal letter, only the sender's address has to be mentioned. The language of a formal letter is very formal and precise while one is allowed to use colloquial and descriptive language in an informal letter.

Thank You Letter for a Birthday Gift

Q. You are Aditya. Write a letter to your elder brother thanking him for sending you a gift on your birthday.

Answer:

52 A DDA Flats

Preet Vihar

New Delhi-110091

Nov 21, 2019

Dear brother,

I am fine here and hope the same for you. I hope mom and dad are doing well. Write me to inform about mom's health.

I have written to inform you that last evening I received the parcel you had sent for me. I was overjoyed to find a watch inside it. Brother, I remember telling you that I was in need of a watch. I am glad you neither forgot my birthday nor my gift.

I am sure I will be able to better utilize time with the help of this watch. I thank you once again for your love and best wishes. Pay my regards to mother and father.

Yours lovingly

Aditya

Congratulatory Message to a Cousin for Securing First Position

Q. You are Priya. Write a letter to your cousin, Deeksha, congratulating her on securing first position in her class.

Answer:

52 A DDA Flats

Preet Vihar

New Delhi-110091

Nov 22, 20xx

Dear Deeksha,

We are all fine here and hope the same for you. I am extremely happy to know about your excellent performance in the annual examinations. I congratulate you on securing first position in your class. Scoring more than 95% marks in aggregate with 100% marks in mathematics is absolutely praiseworthy.

We all know that you have worked really hard throughout the year and this is the result of your hard work. Believe me, it is a matter of great pride for all of us.

Mom and dad too have sent their wishes. We all hope that you will continue achieving higher goals in the time to come.

Yours lovingly

Priya

Request to Buy a New Bicycle

Q. You are Vivek. Write a letter to your father requesting him to buy you a new bicycle.

Answer:

52 A DDA Flats

Preet Vihar

New Delhi-110091

Dec 2, 2018

Dear father,

I am fine here and wish the same for all of you. You will be pleased to know that I have adjusted quite comfortably to my new school.

My studies are going well but I have been facing a problem for the past few weeks now. My school is located three kilometers away from aunt's house and there is no bus-facility in the area. In order to reach school on time, I leave home early and walk to school with a heavy load of books. By the time I reach school, I am totally exhausted. I would be grateful if you could arrange for me to buy a new bicycle.

Everything else is fine. Pay my regards to mother. I hope you will not deny my request.

Yours lovingly

Vivek

Congratulatory Message to a Cousin on Being Elected as the School Head Girl

Q. Write a letter to your cousin, Charu, congratulating her on getting elected as the head girl of her school.

Answer:

52 A DDA Flats

Preet Vihar

New Delhi-110091

November 26, 20xx

Dear Charu,

I am doing well and wish the same for you. I hope Akshay is doing well in studies. Aunty came to my place yesterday and it was wonderful to know from her that you have been elected as the head girl of your school.

We all know that you have always been in the good books of your teachers and they have often encouraged other children by giving your example. I was very happy to hear the news. I wish that you achieve greater heights in the time to come.

Accept my heartiest congratulations on this well-deserved success. We all are extremely proud of you.

Yours lovingly

ABC

Seek Permission to Join Educational Tour

Q. Write a letter to your father seeking his permission to join the educational tour that is being organized by your school. You are Jai Trivedi.

Answer:

52 A DDA Flats

Preet Vihar

New Delhi-110091

June 11, 2019

Respected father,

I am fine here and hope the same for you. The results for the examinations held last year are out and I am happy to inform you that I have done extremely well.

Next month, our school is organising an educational tour to Agra, Jaipur and Ajmer. We have read a lot about these places in our history books. I am sure that this trip will enhance my knowledge and understanding of these places. Our class teacher and history teacher would be accompanying us for the tour.

It is a seven-day trip and the school would be bearing all the expenses. I request you to grant me permission to join my classmates on this tour.

Yours affectionately

Jai Trivedi

Invitation for Birthday Party

Q. You are Mridul. Write a letter to your cousin, Rajat, inviting him on your birthday party.

Answer:

52 A DDA Flats

Preet Vihar

New Delhi-110091

Dec 17, 2019

Dear Rajat,

I am fine here and hope that all of you are in good health. I am glad to inform you that it's my eleventh birthday on December 25 and I have planned a party in the evening.

I have arranged a small cake-cutting ceremony followed by a tea-party at my home at 4.00 p.m. There will be dance, music and a number of games and activities. I wish that you come along with your family and grace the occasion with your presence. I have also invited all our relatives and some of my friends.

I hope you all will come to the party and add to the celebrations of the occasion.

Yours lovingly

Mridul