

1. Visit to a Historical Place

To : email@example.com

Subject : Visit to a Historical Place

Dear Friend,

I hope you are fine. I want to share my experience of visiting a historical place last week. I visited the Red Fort with my family. It was a wonderful experience to see the old architecture and learn about our history.

The guide explained many interesting facts about the Mughal period. The visit increased my interest in history. I wish you were with me.

Write back soon.

Yours,

Suraj

2. Problem Faced by Teenagers

To : email@example.com

Subject : Problems Faced by Teenagers

Dear Friend,

Hope you are doing well. Nowadays teenagers face many problems like academic pressure, career confusion, and stress. Social media also affects our mental health and wastes time.

Many students hesitate to share their problems. I think we should support each other and focus on positive habits. Sharing problems really helps.

Take care.

Yours,

Suraj

3. Congratulation for Getting Good Result

To : email@example.com

Subject : Congratulations on Your Excellent Result

Dear Friend,

I am very happy to know about your excellent exam result. Congratulations on your great success. Your hard work and dedication have really paid off.

Keep working hard and achieve more success in the future. I am proud of you.

Best wishes.

Yours,

Suraj

4. Invite for Your Birthday Party

To : email@example.com

Subject : Invitation to My Birthday Party

Dear Friend,

I hope you are fine. I am glad to invite you to my birthday party on 15th January at my home. The party will start at 7 p.m.

Your presence will make the occasion special for me. Please do come and enjoy the celebration.

Waiting for your reply.

Yours,

Suraj

5. How to Prepare for Your Exam

To : email@example.com

Subject : How to Prepare for Exams

Dear Friend,

Hope you are doing well. You asked me about exam preparation, so I am sharing some tips. Make a proper timetable and revise daily. Focus more on weak subjects and practice writing answers.

Avoid using mobile phones too much and take short breaks. Stay confident and positive. I am sure you will do well.

All the best.

Yours,

Suraj