**Informal Letter**

(**Sender’s Address**)

404 Ashoka

Paradise Street

Kondhwa

Pune – 411001

Leave a line

(**Date**)

19 March, 2021

Leave a line

(**Salutation**)

Dear Reema,/ Father,/ Mother,/Grandmother, Brother

Leave a line

Intro Para ……………………………………………………………………………………………………………………………………………………….

Leave a line

Main Body ……………………………………………………………………………………………………………………………………………………

Leave a line

Conclusion

…………………………………………………………………………………………………………………………………………………..

Leave a line

(**Subscription**)

Yours lovingly,

Rehan

**Marking Scheme-**

**Format** - **2.5 (Marks)**

Sender’s Address – 0.5

Date – 0.5

Salutation – 0.5

Subscription – Yours lovingly, ( 0.5) + Name (0.5) =1

**Content - 2.5 (Marks)**

**Expression – 5 (Marks)**

***Total Marks 10(Marks)***

**Question**

TE, TP2 Q2a

Your best friend has shifted to a small town in another state. Write a letter to him asking him/her for the best way to visit his/her place and what you propose to do there.