

CLASS: 6

SUBJECT: ENGLISH

MRS GAGANDEEP KAUR

LETTER WRITING (INFORMAL LETTERS)

SAMPLE 1

Write a letter to your friend, describing the Annual Prize giving function of your school. You are Ananya, living at 514, Model Town, Rohtak.

514, Model Town

Rohtak

18 June 2021

Dear Rakhi

How are you? Hope this letter finds you in pink health. I hope you are doing awesome in studies.

Today I am going to describe you the Annual Prize giving function of our school which was held at 4 p.m. yesterday. The District Education Officer presided over it as the Chief Guest. All stood up as a mark of respect to the Chief Guest. The cultural programme was started then. I also participated in that. Our Principal read out the annual report of school activities. Thereafter, the prizes were given away. I got a set of books as academic prize. The chief guest delivered his speech. He advised us to do our best in life. Our Principal thanked the Chief Guest. After the national anthem, the function came to an end. We enjoyed the function very much.

Give my best regards to your parents. Take care. See you soon.

Yours lovingly

Ananya

Sample 2

Recently your exams were conducted. Write a letter to your father telling him how you have fared in your examination. You are Ramneek of Hostel No. 1, St. Kabir Public School, Panipat.

Hostel No. 1

St. Kabir Public School

Panipat

18 June 2021

Dear Papa

How are you and mumma? I am fine here and hope the same for you.

In my previous letter, I wrote you about my preparation for the exams. I am pleased to inform you that my exams got over today. The question papers were a bit difficult. However, I have cross checked them with my teachers. They say that I have done all the papers quite well. So, I hope to secure good marks. Now I look forward to returning home soon.

Please convey my regards to mummy and love to little sister.

Yours son

Ramneek