

Informal Letters

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.

Enquiry About the Health of a Friend

Q. You are Mona, a resident of 10, DDA Flats, Jhilmil Colony, New Delhi-95. Write a letter to your friend, Shivanshi, showing your concern for her as she was hospitalised for fifteen days due to high fever.

Answer:

10, DDA Flats

Jhilmil Colony

New Delhi-95

Nov 19, 20xx

Dear Shivanshi,

I met your sister last evening and she told me that you have been in the hospital for the last fifteen days because of high fever. I felt bad that all this while I had no idea about your illness.

Although I am happy to know that you are now recovering, I am sure you must have had a tough time being in the hospital for such a long duration. Also, I know you must be worried about your studies. Dear, don't lose heart. I am sure that once you are fully-fit you would be able to cover all that you have missed in the last fortnight.

Take good care of yourself. I will visit you as soon as I can. Let me know if I can be of any help to you.

Your friend,

Mona

Poor Performance in the School Terminal Tests

Q. You are Arun. Write a letter to your father telling him about your poor performance in the school terminal tests. Also, assure him of your improvement in the half-yearly examinations.

Answer:

Examination Hall

New Delhi – 110072

15 May 20xx

Dear father,

I am fine here and hope that all of you are doing well too.

I am extremely sorry to inform you that I have performed poorly in my first terminal test. I could not score good marks in any subject. However, I am sure that when I tell you the reason for my poor performance, you would empathize with me. Being the captain of my school hockey team, I constantly went with my team to play matches against other schools. Although we won few of them, while returning from the previous tournament, I fell ill and could not attend school for over a week. It is for this reason that I could not prepare well for the terminal test.

I assure you that the above reason is not an excuse. I will try to do fairly well in my half-yearly examinations and will not let you down, again.

Pay my regards to mother.

Your son,

Arun

Experiences of Living in the Village

Q. Write a letter to your grandmother whom you visited a few days back. Share with her the experiences of living in the village.

Answer:

12-A

Saket

Delhi- 110017

17 June 20xx

Dear grandmother,

I hope this letter finds you in good health. Ever since I returned home after visiting you, I have been thinking of writing to you. I have already started missing the days I spent with you in the village.

I shared all the details of my vacation with my friends, at school. I told them about your beautiful house that is located close to the lake; how you used to cook delicious meals for all of us and how we used to go for long walks in the morning. They were thrilled to know that we used to take the cows to the fields for grazing. I also told them about the stories, you narrated to me every night.

I am already waiting for the next vacation so that I can be with you again. Take good care of yourself and send a reply as soon as you get this letter.

Your granddaughter,

PQR

Description of Your New School and Hostel Life

Q. You are Sparsh, a resident student of Class IX in the XYZ Public school, Bangalore. Write a letter to your mother describing your new school and hostel life.

Answer:

Room No. 14

Boys Hostel

XYZ Public School

Bangalore

25 February 20xx

Dear mother,

I am fine here and hope that this letter finds you in good health. This letter will surely dispel all your worries about my staying in a hostel.

I believe this school is one of the best that I could have gone to. Our principal is a strict disciplinarian but at the same time a very caring man. The teachers are very affectionate and efficient. They are always willing to sort any kind of problem we are in. We have the best facilities at our disposal, be it the playground, the gymnasium, the swimming pool or the lush green lawns. My classmates as well as roommates are helpful and fun to be with.

In a nutshell, all I want to say is that the kind of life I have here is not much different from the kind of life I had at home. However, I miss all of you and am waiting for the vacations to begin.

Your loving son,

Sparsh

Request to Increase Your Monthly Allowance

Q. Write a letter to your father to increase your monthly allowance, stating appropriate reasons for the same in about 120-150 words.

Answer:

Room no. 2

Peer Nagar Hostel

Nainital -23

December 2, 20xx

Dearest Papa,

Hope this letter finds you in a good spirit. I am hale and hearty and look forward to meet you in the next summer holidays.

Papa, I have a special reason to write this letter to you. February is a wonderful time to join skiing classes in Auli. All my friends have got registered for it and even I would love to join these classes. I do not want to sound unreasonable at that point of time, asking for a lump sum amount for registration in the classes. However, this can be sorted out.

Why don't we take a middle path and you increase my pocket money now? This way, I could keep saving for the classes from now onwards and would not even have to ask for the entire money at that point of time. Hope you like my idea. I am earnestly waiting for your reply.

Love,

ABC

Benefits of Reading Newspapers

Q. You are Deepa/Deepak of 154, Radhapur, Delhi. Write a letter to your younger brother living in the hostel of Bansal's Institute, Rajasthan, telling him about the benefits of reading newspapers.

Answer:

154

Radhapur

Delhi

September 12, 20xx

Dear ABC,

I hope this letter finds you in good health. I am writing this letter to let you know about the advantages of reading newspapers.

Generally, students do not pay attention to the importance of reading newspapers. But one must take out sufficient time in order to read a newspaper, daily. A newspaper is a mine-house of knowledge, providing information of the world. It not only keeps us well informed but also acts as a source of entertainment. Newspapers stimulate our thoughts and encourage independent thinking. Besides all this, newspapers help us to improve our language skills.

We should devote at least ten to fifteen minutes to go through a newspaper. I hope you will pay heed to my advice and start reading newspaper daily.

Your sister,

Deepa

Request for Help to Prepare for the Forthcoming Exam

Q. You are Siksha. You are weak in science and need extra help to understand the concepts. Write a letter to your friend, Kritika, requesting her to help you prepare for the forthcoming exam.

Answer:

Examination Hall

New Delhi

October 27, 20xx

Dear Kritika,

I, recently, received my science result. It is unfortunate and saddening to have received just grace marks in the subject, even after a lot of preparation and practice. I have been able to secure only 34 out of 100 marks. It is important for me to pass the exam, in order to get permission to appear in the pre-board examinations.

While thinking of a new study-plan, I remembered how supportive you have been to me during tough times. I would be really grateful if you could either come down to my house or meet in the library to provide me with your guidance.

I am sure you will be able to help me learn the basic concepts of science, as you are really good at the subject.

Looking forward for your consent,

Siksha

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

Advise Your Brother to Be Careful About His Health

Q. As Nandita, write a letter to your younger brother, Yash, who has not been keeping well of late. Advise him to be careful about his health.

Answer:

Examination Hall

New Delhi-110023

Nov 10, 20xx

Dear Yash,

I am glad to learn that you are doing very well in your studies and all your teachers are happy with your performance. However, I got worried when I came to know about your deteriorating health. There are a few things that you should be careful about in order to ensure that you do not fall ill frequently.

First of all, I would suggest you to go for a morning walk daily. This will keep you fresh and active throughout the day. Besides that, I recommend you to have a balanced and nutritious diet. Please try to avoid eating stale food and ensure that you take care of your personal hygiene.

I am sure that if you follow my advice sincerely, you would be able to maintain a healthy lifestyle. After all, health is wealth.

Your affectionate sister,

Nandita

Acceptance of the Proposal to Spend Vacations in Your Friend's Village

Q. You are Ankit Sharma. Write a letter to your friend, Ashish, accepting his proposal of spending your vacation with him in his village.

Answer:

Examination Hall

New Delhi-65

Nov 25, 20xx

Dear Ashish,

I received your letter yesterday and would want to thank you for inviting me to spend the vacation with you at your village.

I myself was thinking of spending the vacation outside Delhi. I, therefore, nearly jumped on my feet on receiving your invitation. I am happy to know that Rampur is a wonderful village. I am thrilled at the prospect of enjoying the beauties of nature in and around your village.

I have already taken the permission of my parents to spend the vacation in your village. I shall inform you of the exact date and time of my arrival. I am eagerly waiting for that day! Convey my regards to your parents.

Yours affectionately,

Ankit Sharma