

**English Language
Class VII**

Topic - Letter Writing

Synopsis :

Informal Letter :

Informal letters are letters written to your friends or family members. They are mainly used for personal communication.

Parts of a letter :

Every letter consists of the following six parts :

1. The writers address and the date.
2. The salutation or form of greeting.
3. The body of the letter.
4. The subscription or the ending.
5. The writers name.
6. The subscription or address on the envelop.

(The last point is generally not followed in the examination)

Format of a Letter

Address of the letter writer ----- 65,Ripon Lane,
Lucknow-221009
Uttar Pradesh.

Date----- 10th August,2020

Salutation----- Dear _____ ,

// _____

// _____

Contents.

// _____

Subscription---- Yours sincerely,

Name----- Rohit

Sample Letter

A letter to a friend telling him how you have been spending your time since you finish your examination.

65 Kumar Colony,
Karim Road
Sitapur-274001

6th August,2020

Dear Animesh,

I was very glad to learn that you have done extremely well in your examination. You deserve all the praise and congratulations as you have really worked hard which is quite evident from the results.

You have asked me to tell you how I have been spending my time since I gave my examination. As a matter of fact, I have been waiting for my result so eagerly that I have not done half the things I planned to do during this long holiday.

However, I have been doing a lot of reading. There were so many different things I am interested in and could never find time to read about. But now I have read two books on astronomy and several other books. it is really an exotic experience to read a book for pleasure and not for an examination.

I have been visiting the club quite often. There is so much to do there and I have even won the annual table tennis championship. It was great fun but I really had to sweat it out. The competitors were good and we played in the spirit of the game.

I will certainly let you know when my results are out. Each day brings me closer to the declaration of the result and my nervousness increases, but I am confident that I will. Do give my regards to all at home.

Yours sincerely,
Amit

Worksheet

1. Write a letter to your younger brother who is exclusively occupied only with studies advising him about the benefits of extra-curricular activities.

OR

2. You haven't seen your best friend for a long time. Write a letter to your friend.