

Tender Heart School, Sector -33B, Chandigarh
Class : V Subject : English Language
Topic : Informal Letter Writing

Good Morning Students,
Today in the subject of English Language
we will discuss Informal Letter Writing.

Children ! The object of a letter is to convey a message. A letter should be written in a tone respectful to elders, affectionate to relations and friends. A letter should be simple and courteous to all.

* There are some letter writing tips given below :

1. Keep the letter short and to the point.
2. Use simple language. Be sweet, persuasive and courteous.
3. Use appropriate expressions.
4. Be sure to date your letter.
5. Revise the letter to check spelling and grammar mistakes.

* Students ! there are two types of letters.

1. Personal letters or Informal letters
2. Official letters or Formal letters

1) Personal letters or Informal Letters

These letters are written to parents, relatives and friends etc. They are informal and more like a friendly chat.

2) Official Letters or Formal Letters

These formal letters are written to officials and by officials to people other than relatives and friends.

Students write formal letters to the principal, Class Teacher, and other subject teachers.

Children ! Today we will discuss the format of an informal letter which includes;

1. Writer's address
2. Date
3. Salutation
4. Body of the letter / Content
5. Subscription
6. Name

* Children, kindly note down the format of informal letter in your notebook and use the format when you write personal letter.

* Format of an Informal letter

- 1) Sender's address (with punctuation)
House No - ,
Sector - ,
Chandigarh / Mohali
- 2) Date (Leave a line before and after date)
e.g. [26th April, 2021
or 3rd May, 2021]
- 3) Salutation
[Dear Father, / Mother / Brother / Uncle / Any Name
e.g. Dear Anu]
- 4) Body of the letter (main content, [message])

[Step - 1 - Impressive opening sentence]

(e.g.) I am fine here, hope you must be sailing in the same boat.

[Step - 2 - All the details asked for]

(message to be conveyed)

[Step - 3 Impressive closing sentence]

(Convey my regards to your parents / Hope to see you soon.)

- 5) Subscription (Yours Sincerely, / Your loving friend,)

[First name or

full name is to be written here]

Home Assignment: Write a letter to your friend describing about the Holi Celebration at your home or in your area.

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