

Jender Heart High School, Sec 33B Chandigarh
Class : V

Subject : English Language

Topic : Informal letter.

Good Morning Students,

Kindly note down the given informal letter neatly in your fair note books in good handwriting.

- Q. Write a letter to your friend congratulating him/her on being appointed the student leader of the school.

1254 PSB Enclave,
Sector 48,
Chandigarh.

23.12.24

Dear Rahul,

I have just got the great news of your appointment as the Head Boy of your school. Congratulations to you on this great victory!

I knew that you were the most suitable candidate for the post. You are quite a brilliant, intelligent and a born leader. I am sure you will do your best to address the problems of your school mates and ensure

their welfare.

Your new role is full of responsibilities. This is an excellent opportunity to learn values like voluntary community service, initiative and team work.

Please convey my congratulations to your parents. Again I wish you all the best for your new role. Do write to me about your experiences as the Head Boy.

Your loving friend
Rakesh

