

NAME : SMT V. AMULYA

SCHOOL : AECS, MANUGURU

SUBJECT : ENGLISH

CLASS : VII

TOPIC : LETTER WRITING (FORMAL &
INFORMAL)

NO. OF MODULES : 2

MODULE NO. : 2/2



INFORMAL LETTER

What is an 'informal letter'?



Letters that are written to friends or relatives or people we know. They are personal and convey feelings and emotions.

FORMAT OF AN INFORMAL LETTER

A) address of the sender

leave a line

b) date

leave a line

c) salutation

d) Begin the body of the letter right from the margin just below the salutation.
(A minimum of three paragraphs)

leave a line

e) signing off

f) signature of the sender

g) name of the sender

Format of an Informal Letter

Informal Letter Format

a) sender's address

leave a line

b) Date dd/mm/yy

leave a line

c) salutation

d)

Begin the body of the letter immediately below the salutation, not from the middle of the page.

Write the letter in a minimum of three paragraphs.

e) subscription/
signing off

leave a line

f) signature of the
sender

g) name of the sender

Examples of an Informal Letter

E-25
HWPC(M) Colony
Aswapuram
17th July 2020

Dear Grandpa,
How are you doing there. I am fine and safe here. Hope you are also fine there.

It's lockdown in our colony. We are not allowed to go outside. The GM told us to wear masks, use sanitizers and maintain social distancing. The schools are closed. That's why we have online classes. But some times we have a few hitches - the video gets stuck, the teacher or we are not audible, and more.

Hope you and grandma are fine. I'd love if you and grandma came here after all this Covid thing ends. Convey my regards to everyone.

Sd/-
SV
(SRINARAYANA)

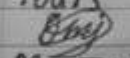
C-14 5/5 Door no-139,
Vindya, Gauthami nagar colony,
Bhadradri, Telangana
India - 507116

17th July 2020

Hi Tathayya
How are you? I am fine and hope the same from you!!

Baah!! This is my worst summer ever. But it is turning out to be good. This Corona virus is making such a fuss and making everybody stay home. I think this is good for us. Because people are being together and learning new skills. Look at me!! I figured that playing the ^{quite} piano ain't that hard and that I am ~~just~~ good at animating.

We are having online classes which are also quiet fun. I love listening to our english classes. No more to the pen.... Convey my wishes to Pushie and Mamu.

Yours truly Affectionately yours

M. Jishnu Balaji (Pandu)



Points to remember:

- You may use 'Dear' while addressing your family members and 'Respected' if you are writing to an acquaintance.
- Place a comma after the salutation eg. -> 'Dear grandad,'. Similarly place a comma after the subscription eg-> Yours affectionately,
- The first paragraph of the body must include warm casual and comforting lines. Begin by asking the recipient about their well being.



Points to Remember :

- Maintain a friendly tone all through the letter.
- One way to determine the tone of your letter is to remember how you talk to the person in a conversation
- There is no one way to sign off informal letters, since it does not have a strict format one may use a variety of phrases, eg. : Yours affectionately, Yours lovingly, Yours with love, Yours forever, Yours I remain, Lots of love, Affectionately yours, Lovingly yours or just Yours.

Thank you!
bye!

