



INDIAN SCHOOL AL WADI AL KABIR
DEPARTMENT OF ENGLISH [2022– 2023]

TOPIC: INFORMAL LETTER (SAMPLE)

HANDOUT

RESOURCE PERSON: Ms. Gemma Schwan

NAME: _____ **CLASS: V** **SEC:** ____ **DATE:** _____

Write a letter to your friend who has met with an accident, informing him about his speedy recovery in a consoling tone. You are Manvi /Manav.

129, Navyug Apartments
Pitampura
Delhi-110034

SENDER'S ADDRESS

DATE

1st March 2022

SALUTATION

Dear Rudra,

BODY OF THE LETTER

I hope this letter finds you and all your family in the best of spirits. When I visited you last week, you seemed a little bit depressed.

Come on friend, you should thank God for giving you a new life. Everything is going to be fine very soon. I even heard your doctor telling your parents and all your relatives this morning that you are out of danger now. You will have to remain in the hospital for a few more days but that is not something you should be concerned about. Your family and friends are there for you.

Don't forget that life is a mixture of joys and sorrows. By the way, all of us have decided to celebrate your recovery as soon as you come home. Hope to see you soon. My parents and younger sister have sent you lots of love and wishes.

Wish you a speedy recovery!

SUBSCRIPTION

Yours lovingly,
Manvi /Manav

SIGNATURE/NAME OF THE SENDER



INDIAN SCHOOL AL WADI AL KABIR
DEPARTMENT OF ENGLISH [2022– 2023]

TOPIC: INFORMAL LETTER (SAMPLE)

HANDOUT

RESOURCE PERSON: Ms. Gemma Schwan

NAME: _____ **CLASS: V** **SEC:** ____ **DATE:** _____

Write a letter to your friend who has met with an accident, informing him about his speedy recovery in a consoling tone. You are Manvi /Manav.

129, Navyug Apartments
Pitampura
Delhi-110034

SENDER'S ADDRESS

DATE

1st March 2022

SALUTATION

Dear Rudra,

BODY OF THE LETTER

I hope this letter finds you and all your family in the best of spirits. When I visited you last week, you seemed a little bit depressed.

Come on friend, you should thank God for giving you a new life. Everything is going to be fine very soon. I even heard your doctor telling your parents and all your relatives this morning that you are out of danger now. You will have to remain in the hospital for a few more days but that is not something you should be concerned about. Your family and friends are there for you.

Don't forget that life is a mixture of joys and sorrows. By the way, all of us have decided to celebrate your recovery as soon as you come home. Hope to see you soon. My parents and younger sister have sent you lots of love and wishes.

Wish you a speedy recovery!

SUBSCRIPTION

Yours lovingly,
Manvi /Manav

SIGNATURE/NAME OF THE SENDER