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# Let's Write Letters! (Formal and Informal Letters)



**Hello, Word Wizards!** It's me EeeBee, your writing buddy! Have you ever wanted to complain politely, ask for something important, or write a warm note to a friend or family member?

Today, we'll learn the art of Letter Writing the perfect mix of clear thoughts, neat format, and the right tone.

## LEARNING OUTCOMES



- What is a letter and why we write it
- The types of letters – Formal and Informal
- Structure, format, and tone for each
- Sample letters and activities

## What is Letter Writing?

**Letter writing** is a way of sending thoughts, requests, feelings, or information to someone through written words.

Letters are of two main types:

| Formal Letter                            | Informal Letter                   |
|--|-----------------------------------|
| For official, school, or public purposes | For family, friends, or relatives |
| Polite, respectful tone                  | Friendly and emotional tone       |
| Structured format                        | Personal and casual               |

## Structure of a Letter (Formal & Informal)

| Part             | Formal Letter  | Informal Letter        |
|------------------|----------------|------------------------|
| Sender's Address | Top-left       | Top-right              |
| Date             | Below address  | Below address          |
| Salutation       | Dear Sir/Madam | Dear Grandma/Amit/etc. |

| Part             | Formal Letter                           | Informal Letter            |
|------------------|---|----------------------------|
| Body             | Clear paragraphs (Intro, Main, Closing) | Casual conversation        |
| Closing          | Yours sincerely / faithfully            | With love / Yours lovingly |
| Name & Signature | Full name                               | First name only            |

## Formal Letters: Writing to Authorities or Institutions

### Common Purposes:

- Complaints (e.g., road damage, water supply)
- Applications (e.g., leave from school)
- Enquiries (e.g., information about a course)

### Example: Letter of Complaint

**Topic:** Write a letter to the Municipal Corporation about the overflowing garbage near your house.

A-56, Green Park Colony

New Delhi – 110017

15 July 2025

The Commissioner

Municipal Corporation

New Delhi

**Subject:** Complaint about overflowing garbage

Dear Sir/Madam,

I am a resident of Green Park Colony and wish to bring to your notice the issue of garbage overflow near our lane. It has become a health hazard and attracts flies and stray animals.

We request you to take immediate steps to clean the area and ensure regular waste disposal.

Thank you

Yours sincerely,

Tanvi Malhotra



## Informal Letters: Writing to Friends and Family

### Common Purposes:

- Sharing experiences
- Invitations or congratulations
- Asking how someone is

### Example: Personal Letter

**Topic:** Write a letter to your cousin telling them about your summer vacation trip.

A-56, Green Park Colony

New Delhi – 110017

15 July 2025

Dear Riya,

I hope you're doing great! I wanted to tell you about my amazing trip to Manali. The mountains were covered in snow, and we even built a snowman!

I wish you had come along. I'll send some photos soon. Write back and tell me how your holidays went.

With love,

Tanvi

### Tone & Language

| Aspect      | Formal Letter        | Informal Letter     |
|-------------|----------------------|---------------------|
| Tone        | Polite, professional | Warm, emotional     |
| Words       | Formal expressions   | Personal words      |
| Punctuation | Precise              | Natural and flowing |

### PRACTICE ACTIVITIES – LET'S TRY TOGETHER



**Skills/Level**  
READING & WRITING/A2



#### A Fill in the format

Arrange the parts of a formal letter in the correct order:

1. Yours sincerely
2. Subject: Request for Leave
3. 18 July 2025
4. Principal, City Public School
5. A-13, Civil Lines, Agra
6. Dear Madam
7. I am unwell and request leave for two days...



## B Correct the Salutation

Choose the correct salutation:

1. To a teacher:

- a) Hey Teacher
- b) Dear Sir/Madam
- c) What's up, Ma'am?

☐  
☐  
☐

2. To a friend:

- a) Hello Sir
- b) Dear Rahul
- c) Yours faithfully

☐  
☐  
☐

## C Identify Formal or Informal

1. "Please send me details of the English course".
2. "I miss playing cricket with you"!
3. "I hereby apply for leave due to illness".
4. "Hope you are doing great"!



## D Write a Letter

1. Write a Formal letter to your Principal asking for leave to attend a family wedding.
2. Write an Informal letter to your friend describing your birthday celebration.

### COMMUNICATION SKILLS – LET'S TALK AND SHARE

#### A. SPEAKING ACTIVITY:

Students pair up and:

- One reads a letter aloud
- The other guesses whether it's formal or informal and explains why

#### B. LISTENING ACTIVITY:

Teacher reads a letter aloud. Students must answer:

- Who is it written to?
- What is the tone?
- What is the purpose?



**Skills/Level**  
SPEAKING & LISTENING/A2



## ASSESSMENT & REVIEW - HOW WELL DID I LEARN?



| Concept         | Key Points                                  |
|-----------------|---|
| Formal Letter   | For officials, formal tone, fixed structure |
| Informal Letter | For family/friends, friendly tone           |
| Format          | Address, Date, Salutation, Body, Closing    |
| Tone            | Depends on purpose and person addressed     |

### SELF-ASSESSMENT CHECKLIST

How well did you learn? Colour the face that shows how you feel.



I can do it well !



I need a little help



I need more practice

- Identify formal and informal letters
- Write letters using correct format
- Choose the right tone and words
- Write letters with clear body paragraphs



### EEEBEE INTERACTIVE ACTIVITIES



Listening



Speaking



Reading



Writing



Grammar



Vocabulary

WRITE YOUR SCORE

Practice your LSRW Skills



on Communication Lab



Produced By  
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# The Topper's Edge Podcast

