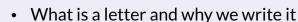
Let's Write Letters! (Formal and Informal Letters)



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



- 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









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





G 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"!



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



Teacher reads a letter aloud. Students must answer:

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



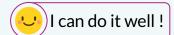


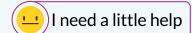
ASSESSMENT & REVIEW - HOW WELL DID ! LEARN?

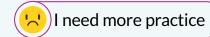
Concept	Key Points
Formal Letter	For officials, formal tone, fixed structure
Informal Letter	For family/friends, friendly tone
Format	Address, Date, Salutation, Body, Closing
Tone	Depends on purpose and person addressed

SELF-ASSESSMENT CHECKLIST

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







- A. Identify formal and informal letters
- B. Write letters using correct format
- C. Choose the right tone and words
- D. Write letters with clear body paragraphs

EEEBEE INTERACTIVE ACTIVITIES



Speaking













WRITE YOUR SCORE



