

GRAMMAR AND
COMPOSITION
(15 UELA 41)
LETTER WRITING

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AP / English

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Palayamkottai, Tirunelveli.

INFORMAL LETTER

Layout of an informal letter

Date and sender's address

On the top right hand Corner.

13 January 2018

120, Church Street
Chennai

Greetings and Name of Recipient

Dear Arun, Dear Uncle, My dear father / sister /
brother,

Body of the letter

First Paragraph: This is the opening of a letter. It may include greetings like 'How are you?'

- **Second Paragraph:** Here the message that the writer wants to tell the recipient. It can be written in a casual style.
- **Closure :** The writer may ask the recipient to reply here.
- **The subscription:** Yours affectionately,
Yours lovingly/friendly

Address on the Envelope

To

The Receiver

Name of the Place

Name of the District

Name of the State - Pincode

Write a letter to your friend inviting him for your sister's wedding.

27 August 2017

12, Main street

Chennai

Dear Rahul,

How are you? I am fine here. How are your parents? I am very happy to receive your letter that you sent it to me last week.

I am glad to inform you that my sister's wedding is on 25th of September. I invite you to attend the wedding. I wish that you come along with your family and grace the occasion with your presence. I have also invited all our friends. We shall make fun together. I hope you will come to the wedding and add to my pleasure.

Convey my regards to your parents. I am looking forward to meeting you. Take care.

Yours lovingly

XXX

Write a letter to your friend congratulating her on her success in the examination.

27 August 2017

14, Ganesh street

Chennai.

Dear Mary,

How are you? I am fine here. How are your parents? I am very happy to receive your letter that you sent it to me last week.

I am glad to know that you have passed your exams with flying colours. Your grand success is a matter of pride for your family, friends, teachers and our school as well. It is a fact that the result of your hard work, dedication, sacrifice and concentration. I whole heartedly congratulate you on your success. My parents are also happy to know about your success. I believe you will do the same in your future exams.

Convey my regards to your parents. I am looking forward to meeting you. Take care.

Yours lovingly

XXX

Write a letter to your Father informing him about your studies and requesting him to send you money.

27 August 2017

14, Ganesh street

Chennai.

Dear Mary,

I hope you all are hale and hearty. Recently, a friend of mine told me that an advanced laptop with high configuration has been developed in America. I have heard that this laptop is an improved version, with great number of unique features.

I shall be grateful to you if you can kindly bring one such laptop for me during your next visit to India. Since this an age of information technology, this handy machine will help me keep abreast with new age technology greatly.

Convey my regards to all. Take Care

Yours lovingly

XXX