



FLORENCE INTERNATIONAL SCHOOL  
CLASS- VIII  
WORKSHEET NO: 16  
ENGLISH GRAMMAR

NAME:

DATE: 20/04/2020

**Informal Letters:** An **informal letter**, also referred to as a **friendly letter**, is a **personal letter written to friends or relatives**. It is written in personal fashion. You can write it to anyone with whom you have a non-professional relationship, although this doesn't exclude business partners or workers whom you're friendly with either. There are fewer **formatting rules for informal letters** than there are for business or formal letters. The letter can be used for some reasons like conveying message, news, giving advice, congratulate recipient, request information, asking questions, etc. It is a personal letter, written to whom you are familiar with, like friends, siblings, parents or any other closed one. While writing an informal letter, one can afford to be friendly, and make use of personal or emotional tone.

### Format of Informal letter

There is no set **format when writing an informal letter**. But there is a general pattern, some conventions that people usually follow. We will be looking at this pattern with the help of examples given below as to how to write effective and **attractive informal letters**. These can act as guidelines when you are drafting a letter; they are no hard and fast rules.

### Examples of Informal letter

Question 1: Write a letter to your friend congratulating him/her on his/her success in class 10 board exam.

Answer:

B-32, sector-11,  
Rohini,  
New Delhi-110034,

July 10, 2018.

Dear Muskan,

My happiness knew no bounds when I got to know that you have topped your school and achieved your dream. I felt so pleased that I wish I were there to congratulate you personally.

The result has proved that hard work, determination and perseverance bring good results. You were so laborious and passionate about it. I know you were very nervous too, but I was always very confident that you would come out with flying colours. I apologize that I couldn't even attend the celebration party despite my wishes.

Hope to see you soon. Please be encouraged and continue your hard work. Your future is very bright. My parents and elder sister have sent lots of love and heartiest congratulations.

With lots of love and best wishes.

Yours lovingly,

Shefali.

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**Assignment:** Question 1: You are Sara/Sid. Write a letter to your friend congratulating him for his new job offer in about 120-150 words. He just graduated from college.