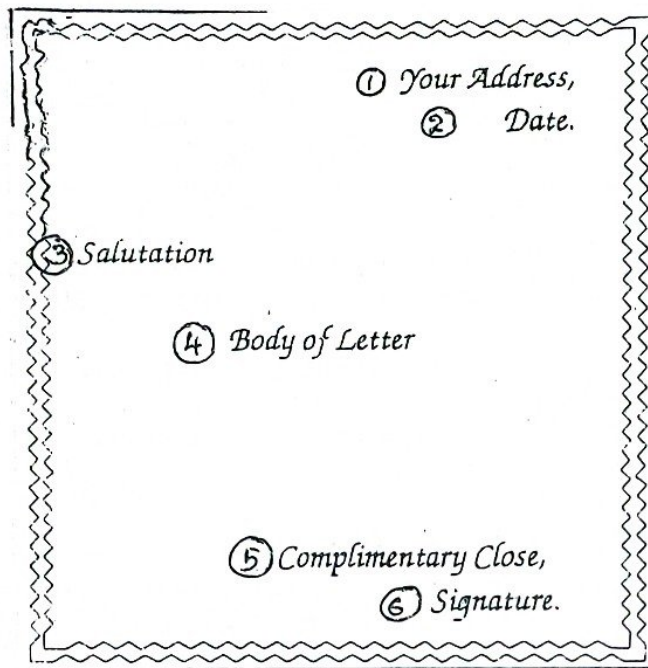


## Writing letters

### Informal letters (personal letters)

#### • Format of a informal letter.



- ① sender's address
- ② date
- ③ salutation
- ④ Body of letter
- ⑤ complimentary close
- ⑥ Signature.

- When you write a letter, it is important that you use the correct format.

136, Upper Lake Road,  
Kurunegala,  
30.06.99.

Dear Rohan,

I was very happy to get your letter, as I hadn't heard from you for a long time.

Thanks for inviting me to spend the holidays with you. I haven't visited Anuradhapura for a long time. So I'm looking forward to this visit. I'm sure I'll enjoy it very much. Hope to meet you soon.

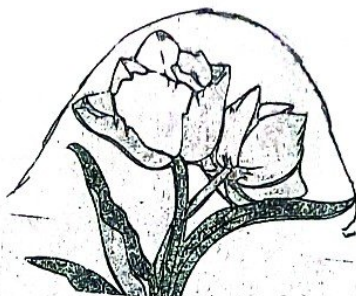
#### • Complimentary close to an informal letters

- Sincerely, yours sincerely
- Affectionately
- With Love
- your loving friend

Sincerely Yours,  
Amal.

- Ramani & Nalini were good friends in school. After passing the O/L examination they got admission to two different schools for their A/Ls. Ramani wrote a letter to Nalini about her new school.

No. 05, Hill Street,  
Dehiwala,  
02.06.01.



Dear Nalini,

How are you getting on? How is your new school? I hope you've settled down to work now. Have you made any new friends? My new school is very interesting. Let me tell you about it.

There are about 10 Grade 12 classes in the school. I am in 12-B which is a Bio-science class. There are 30 students in it. Like me, some of them are new to the school. This is quite a large school, as you may have heard. There is a very large library with hundreds of books. Anyway, we're not yet allowed to borrow books. We can only go in and read.

There is also a well-equipped lab. I am looking forward to the practical classes. Actually, there are many more things I can write about. But I think I'd better stop now. Please reply soon. I am eager to know about your school.

Wishing you all the best.

Yours sincerely,  
Ramani

'Siri Nivasa',  
156/6A, Weragala Place,  
Moneragala.

01.06.2022

Dear Ramani,

Thank you for your letter. Sorry \_\_\_\_\_ I \_\_\_\_\_ couldn't write to you for a long time. You had asked for news about my new school, so let me tell you about it.

The school I now attend is a National School. It's a very large school. There are about 8 Grade 12 classes in the school. I'm in 12-A which is a Physical science class. There are 25 students in my class. We had our first lesson in Pure Mathematics yesterday. The teacher explained the lesson very clearly.

There is a large playground in our school. The school is well known in the area for athletics and sports. It has produced many sportsmen and sportswomen at national level. I think I'm very lucky to have joined this school.

I'll write more details in my next letter. Please write to me when you are free.

Nalini

## A letter expressing happiness



"Pubudu",  
Nivarn Mawatha,  
Amunadhapura,  
21.09.01



My dear Buddi,

I was very happy to hear that you have been selected to follow a course in Medicine at Monash University in Melbourne, Australia. Please accept my heartiest congratulations.

I remember you always wanted to be a doctor and now you'll be able to achieve your ambition.

I hope you'll do well in your studies. I'm sure you'll find life at the university interesting and more exciting than life in Moratuwa.

My parents join me in wishing you all the best. I hope I'll be able to pay you a visit before you leave Sri Lanka.

Your loving friend,

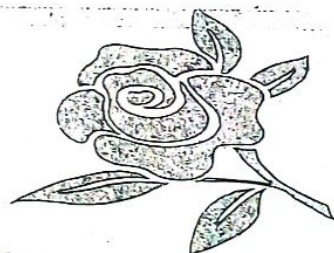
S. S. S.

### \* First sentences:

- |                             |                            |
|-----------------------------|----------------------------|
| • I was very happy to ..... | • I was overjoyed to ..... |
| • I was delighted to .....  | • I was glad to .....      |

## A letter expressing sadness

262/3, Colombo Road,  
Badulla,  
27.06.02.



My dear Sumith,

I was very sad to hear that your youngest brother had died of dengue. Please accept my deepest sympathies.

I'm sorry I couldn't attend the funeral because I am at present in Badulla. I saw the obituary notice only after the funeral was over. When I return to Colombo I shall come and see you.

Please convey my condolences to your sister and your parents.

Sincerely yours,  
Niroshan.