



GRADE - 7

SUBJECT - ENGLISH

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R/BALA/KOONGASTHENNA M. V.

## Informal Letter Writing

We can send informal letters to

- friends
- relations
- close friends.

Eg:-

- ✚ A letter to your best friend
- ✚ A letter to your mother
- ✚ A letter to your pen pal



### Format of an informal letter

No.23  
Nisal Mawatha  
June 21, 2021

Dear Gayani,

How are you Gayani? I am fine. How are your family members? I got your letter and photos of your trip to Nuwara Eliya yesterday.

You have enjoyed a lot during the trip. I am sad because I could not join you and your family. Our parents want to go on a pilgrimage to Anuradapura next month. Will you join us?

Please send me a letter. May Triple Gem Bless you

Yours friend  
Nirosha



Sender's address

Date

Salutation

Introduction

Body of the letter

Conclusion

Complimentary close

**Now let's do some simple activities.**

The following boxes are parts of an informal letter. Find the correct order and number them. The first one is done for you.

May 30<sup>th</sup>, 2021

How are you my friend? I am doing fine. I received your letter yesterday. I was waiting to have a letter from you.

I think I have written a lot. I'll stop now. Write me soon.  
God Bless You!

No.24  
Mihindu Rd,  
Ratnapura

Dear Gihan,

So I want to know about your school too. Is it a big school? How many students are there?

So you wanted to know about my school, didn't you? My school is R/ Koongama Vidyalaya. It is a small school. There are about 200 students. My school is very beautiful

Yours loving friend  
Nimoth

**Write a letter to your pen pal describing the beauty of your village.**

.....  
.....  
.....

Dear .....,

How are you?.....  
.....  
.....

Today I am going to tell you about my village. ....  
.....  
.....

I have written a lot.....  
.....  
.....  
.....  
.....

Write your address

Date

Write about how are you doing and tell him that you got his letter

Write the name of your village, its location, people and beautiful places in the village

Ask him to write a letter describing his village.

Complimentary close