Format of an Informal Letter

Your Address

Date

Dear _____,

Opening paragraph – Ask about the person and introduce the purpose of writing.

Main paragraph – Explain the details.

Closing paragraph – End with good wishes.

Yours lovingly,

Your Name

1. Informal Letter: An Interesting Visit to a Zoo

24, Green Park
New Delhi
22 October 2026

Dear Rohan,

How are you? I hope you are doing well. Last Sunday, I visited the National Zoological Park in Delhi with my family. It was a wonderful and educational experience, and I want to share it with you.

We saw many animals, including lions, tigers, elephants, giraffes, deer and monkeys. The colourful birds and playful monkeys were especially fascinating. I was amazed to see the mighty lion resting in its enclosure. We also observed how the animals were provided with food, water and shelter.

During the visit, I learnt that animals are an important part of our environment. We must protect them from hunting, cruelty and the destruction of their natural habitats. We should never tease animals or throw litter into their enclosures. Instead, we should support wildlife conservation and plant more trees to protect their homes.

My favourite moment was watching a group of deer moving gracefully together. The visit taught me to respect all living creatures and care for nature.

I wish you could have joined me. I hope we can visit the zoo together someday.

Yours lovingly,
Aarav

2. Informal Letter: Describing Your Birthday Party to Your Cousin

15, Rose Colony
Lucknow
22 October 2026

Dear Ananya,

How are you? I hope you are fine. I am writing to tell you about my birthday party, which was celebrated last Saturday. I missed you a lot and wished you could have been here with us.

The preparations began two days before my birthday. My parents decorated the house with colourful balloons, ribbons and fairy lights. My mother prepared delicious snacks, while my father ordered a beautiful chocolate cake. I helped my parents arrange the chairs, decorate the table and prepare return gifts for the guests.

In the evening, our relatives, neighbours and many of my school friends arrived. Everyone wished me a happy birthday and gave me lovely gifts. We sang the birthday song, cut the cake and enjoyed samosas, sandwiches, chips and sweets. Later, we played musical chairs and several other fun games.

My favourite moment was when all my friends and family sang the birthday song together, and I cut the cake with my parents beside me. I felt very special and happy. We took lots of photographs to remember the wonderful evening.

I really missed you at the party. I hope you will visit us soon so that we can celebrate together next time.

Give my regards to Uncle and Aunt.

Yours lovingly,
Priya

1. Letter to a Friend Inviting Them to Your Birthday Party

24, Green Park
New Delhi
22 October 2026

Dear Riya,

How are you? I hope you are doing well. I am writing to invite you to my birthday party on 28 October at my home.

The party will begin at 5 p.m. Many of our friends will be coming. We will play games, cut the cake and enjoy delicious snacks. I am sure we will have a wonderful time together.

Please come without fail. I am eagerly waiting to celebrate my special day with you.

Yours lovingly,
Ananya

2. Letter to Your Cousin Describing Your School

15, Rose Colony
Lucknow
22 October 2026

Dear Aarav,

I hope you are fine. I am writing to tell you about my school.

My school is one of the best schools in our city. It has spacious classrooms, a library, a computer lab and a big playground. My teachers are kind and helpful. They make learning interesting through activities and games.

I enjoy studying English and Science the most. I have also made many good friends here. I wish you could visit my school someday.

Give my regards to Uncle and Aunt.

Yours lovingly,
Rahul

3. Letter to a Friend Describing Your Summer Vacation

32, Shanti Nagar
Jaipur
22 October 2026

Dear Kabir,

How are you? I hope you enjoyed your holidays. I want to share my summer vacation experience with you.

During my vacation, I visited my grandparents in the village. I played with my cousins, helped my grandmother in the garden and enjoyed delicious homemade food. We also visited a nearby lake and watched beautiful birds.

It was a memorable holiday, and I learnt many new things about village life. I missed you and hope we can spend our next vacation together.

Write back soon.

Yours lovingly,
Aditya

4. Letter to Your Friend Advising Them to Study Regularly

18, Model Town
Chandigarh
22 October 2026

Dear Sameer,

I received your letter yesterday. I was sorry to learn that you are finding it difficult to prepare for your examinations.

You should make a daily timetable and study each subject regularly. Revise your lessons, complete your homework on time and practise questions every day. Remember to take short breaks and get enough sleep.

Do not feel nervous. With regular practice and hard work, you will surely improve. I am always ready to help you with your studies.

Take care and write to me soon.

Yours lovingly,
Rohan

5. Letter to Your Friend Thanking Them for a Birthday Gift

21, Lake Road
Bhopal
22 October 2026

Dear Meera,

Thank you so much for the beautiful storybook you sent me on my birthday. I was delighted to receive your thoughtful gift.

The book has many interesting stories with wonderful illustrations. I have already read two stories, and they are my favourites. I will take good care of the book and read it every day.

I missed having you at my birthday party. I hope you can visit me soon so that we can read stories and play together.

Give my regards to your parents.

Yours lovingly,
Priya

6\. Letter to Your Friend Describing a Visit to a Zoo

12, Ashok Vihar
Delhi
22 October 2026

Dear Arjun,

I hope you are doing well. Last Sunday, I visited the zoo with my family, and I want to tell you about my wonderful experience.

We saw lions, tigers, elephants, monkeys and many colourful birds. My favourite animal was the giraffe because of its long neck. We also learnt that wild animals should be protected and kept safe in their natural habitats.

It was an enjoyable and educational trip. I wish you had been there with us.

Write back soon and tell me about your recent activities.

Yours lovingly,
Karan

7. Informal Letter: Congratulating a Friend on Winning a Prize

24, Green Park
New Delhi
22 October 2026

Dear Riya,

How are you? I was delighted to hear that you have won first prize in the inter-school drawing competition. Congratulations on your wonderful achievement!

I am so happy and proud of you. I know how much time and effort you put into practising your drawing. Your hard work and creativity have finally paid off. You truly deserve this success.

Always believe in yourself and keep learning new things. Remember that success comes through dedication, patience and regular practice. I am sure you will achieve many more wonderful things in the future. Keep working hard and never be afraid to try something new.

Once again, congratulations on your achievement! I hope you continue to make your family and school proud.

Give my regards to Uncle and Aunt. Write back soon.

Yours lovingly,
Ananya

8. Informal Letter: Inviting a Friend to Spend the Winter Holidays

18, Model Town
Chandigarh
22 October 2026

Dear Kabir,

How are you? I hope you are doing well. Our winter holidays are approaching, and I would love for you to spend them with me at my home.

We have planned many exciting activities for the holidays. We can play badminton, ride our bicycles in the park and enjoy long walks on chilly mornings. In the afternoons, we can read storybooks, play board games and watch our favourite movies. My mother has promised to prepare hot chocolate, soup and delicious snacks for us.

If the weather is cold, we can sit in the sunshine on the terrace and share stories. We can also visit the nearby science museum and explore its interesting exhibits. I am sure we will have lots of fun and create beautiful memories together.

Please ask your parents for permission and let me know when you can come. I am eagerly waiting for your visit.

Give my regards to Uncle and Aunt.

Yours lovingly,
Rahul