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Subject : English.

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Based on NCERT

WRITING

Informal letter

An informal letter is a letter written to a relative, friend, or anyone else for a personal purpose.

We can write personal letters to anyone with whom we have a non-professional relationship as well as to colleagues with whom we are friendly. An informal letter is written in a personal style and informal language.

It should consist of these sections.

the writer's address

the date

the salutation

a greeting

the message

the closing

Imagine you have just moved to a new city or country. Write an informal letter to your friend telling him/her about your new place and the challenges you are facing there. Also say how you plan to solve them. Keep these points in mind while writing your letter:

Where have you moved, and why?

How do you find the city/country

What do you like about it?

What are the problems you are facing?

How do you plan to solve them?