

VASISHTHA GENESIS SCHOOL, BARDOLI
(Academic Session: 2026-27)

Date: _____ **Class:** 5th **Div:** _____ **Roll No:** _____ **Sub:** English
Name: _____ **Worksheet:** Writing Skill
Informal letters

An informal letter follows a relaxed, flexible structure used for communicating with friends and family, featuring a friendly tone, casual greetings, and everyday language without strict professional formatting rules.

Structure and Layout

Sender's Address: Written at the top left or top right corner of the page.

Date: Placed directly below the sender's address.

Salutation: A casual greeting using the person's first name or a term of endearment (e.g., Dear Mom, Hi John).

Body: Divided into an introduction (warm opening/reason for writing), main content (personal news or updates), and a conclusion (well-wishes).

Subscription/Closing: A warm sign-off (e.g., Yours lovingly, Best wishes, With love).

Signature: Your first name or nickname at the very bottom.

1. Write a letter to a friend inviting him/her to a birthday party.

15, Park Street
Mumbai

10 August, 20XX

Dear Rahul,

I hope you are doing well! I am very happy to tell you that my 11th birthday is on next Sunday, August 16. I am having a small party at my house starting at 4:00 p.m. We will have fun with games, music, and lots of tasty food. My mother is baking a big chocolate cake for us. I really want you to come and join the fun. Please do come!

Yours lovingly,
Aarav

2. Write a letter to an uncle thanking him for a birthday gift.

B-12, Green View Apartments
Delhi

5 May , 20XX

Dear Uncle,

Thank you so much for the wonderful science kit you sent me for my birthday! I was so excited to open it. I have already built a small working volcano with it, and it was so much fun. It is the best gift I received this year. Thank you for always remembering what I like. I hope you and Auntie will visit us soon.

Yours affectionately,
Neha

3. Write a letter to a grandmother about Diwali festival.

10, Temple Road
Chennai

3 November, 2026

Dear Dadi,

Happy Diwali to you! We missed you so much at home this year. Yesterday, we decorated the entire house with bright diyas and colorful rangoli . In the evening, we performed puja and burst a few safe sparklers in the garden. Mom made sweet laddoos and kheer, which tasted very delicious. I wished you were here to feed me the first bite. Grandfather and I are coming to see you during the winter break. Take care of your health.

Yours lovingly,
Ananya