

# ENGLISH GRAMMAR BOOK-7



COURSEBOOK

## 25. LETTER WRITING

### FORMAL LETTER WRITING

- A. 1. The Principal  
New Era School  
4, Dunhill Road  
Mussorie

9 February 20\_\_

**Sub :** Request for leave

Dear Sir

With due respect I would like to inform you that my cousin is getting married in Delhi next month. For this I require leave for one week.

I would be very grateful if you could grant me the same.

Yours obediently  
Nina Sethi  
Class VII B

2. The Principal  
St. Andrew's School  
5, New point Road  
Pune

9 March 20\_\_

**Sub :** Request for personality development classes

Dear Sir

We, the students of class VII A, humbly request you to introduce personality development classes in the school. As we prepare to leave the school to face new challenges in life, we feel we will be better equipped if all aspects of our personality are well-developed.

We will be very grateful if you could start the classes as soon as possible.

Yours obediently  
Students of IX A

3. The Principal  
Malikaganj School  
Malik Road  
New Delhi

14 March 20\_\_

**Sub :** Permission to participate in Inter-School Art Competition

Dear Sir

With due respect I wish to inform you that, St Thomas School, Malik Road, is organising an Inter School Art Competition on 28 March 20\_\_\_. I wish to participate in the competition as I am good at art and have already won many prizes for the school.

Therefore, I would remain grateful to you if you kindly grant me the permission to participate in the competition.

Yours obediently

Suraj Prakash

Class VIII B

4. 44, Tirupatti Street

Chennai

15 May 20\_\_

The Mayor

Chennai Municipal Corporation

Municipal office

Chennai

**Sub :** Poor condition of local park

Dear Sir

This is to draw your attention to the bad condition of the park in our street. It is in a deplorable condition. The lawns and flowers beds are all dried up with weeds growing everywhere. The gate to the park is broken so the cattle stray into it and make it dirty. There are no benches or swings in it as had been promised earlier. People appointed for its maintenance do nothing towards its upkeep and it has become an eyesore. Old people and children need a place for recreation.

Therefore, I would be grateful if you could look into the matter and help in restoring the park back to its former beauty and cleanliness.

Yours faithfully

Ramji Raj

A concerned citizen

5. The Secretary

Housing Society Welfare Organization

GPS Society

Gulmohur Greens

Mohan Nagar

Ghaziabad

30 May 20\_\_

**Sub :** Request for a badminton court within the residential complex

Dear Sir

With due respect I wish to request you to get a badminton court constructed within the playground of our residential complex. I agree that we have many sports facilities, but there are several badminton lovers who feel that a badminton court is required.

I hope you will consider this request seriously and start work on it as soon as possible.

Yours faithfully  
Vishnu Pawar  
B-505  
Gulmohar Greens

6. The Principal  
Bright Child School  
4 Lamp Street  
Lucknow

9 February 20\_\_

**Sub :** Request for not attending games period

Dear Sir

This is to inform you that I have injured my right foot very seriously while I jogging. am in great pain and can barely manage to come to school.

Therefore, I would be grateful to you if you kindly exempt me from attending the games period for a week at least since, I hope to recover by then.

Yours obediently  
Raju Bhartiya  
Class VII B

7. The Hostel Superintendent  
Krishna Rai School  
9 Camri Street  
Kochi

14 February 20\_\_

**Sub :** Permission to meet friend

Dear Sir

With due respect, I would like to inform you that a friend from my hometown is coming to meet me on 20th February at 4 pm. I know that hostel rules do not allow us to meet anyone apart from family members.

I would be very grateful if you could grant me permission to meet this dear friend of mine but I assure you that it will cause no disturbance to anyone at all.

Yours obediently  
Parul Sankar  
IX B

8. The Librarian  
St. Agnes School  
11 Morris Road  
Chennai

24 March 20\_\_

**Sub. :** Request for issuing a duplicate library card

Dear Sir

With due respect, I would like to inform you that I had lost my library card while going home yesterday. Therefore, I would remain grateful to you if you kindly grant permission for issuing a duplicate library card for me.

Yours obediently  
Parthiv Patel  
Class VI B

9. The Principal  
Holy Child School  
Patel Vihar  
New Delhi

20 February 20\_\_

**Sub. :** Request for a transfer certificate

Dear Sir

With due respect, I would like to inform you that my father has been transferred to Guwahati, Assam and within a fortnight, my family and I would be relocating to the new place. Since I would be applying for admission in a new school, I would need a transfer certificate from my this school. Therefore, I request you to kindly issue a transfer certificate to me, at your earliest convenience.

Yours obediently  
Ritika Goel  
Class VIIIA

10. The Bank Manager  
Punjab National Bank  
Kavi Nagar  
Ghaziabad

3 May 20\_\_

**Sub. :** Transfer of account to Rajpura Road, Dehradun

Dear Sir

This is to inform you that I have recently shifted to Rajpura Road, Dehradun. I would be grateful if you could transfer my savings Bank Account No. 7453628 to your bank's branch on Rajpura Road, at the earliest.

Yours faithfully  
Vir Deshraj

## INFORMAL LETTERS

1. Station Road  
Sonepura  
Sonipat  
2 July 20\_\_

Dear Ritu

How are you? I am well here. I am just back from a trip to Mussorie. I must say that it was very enjoyable one.

We left for Mussorie by car and checked into Savoy Hotel there. Our room had a lovely view and very pleasant surroundings. We had planned many outings because our stay was of just three to four days. We went to Kempton Falls and further to see Laxman Jhoola and Ram Jhoola. We went shopping for one whole day and bought lovely things made by the people of the hills. We went for trekking and went across in cable cars. It was a very thrilling experience. The best part was the pleasant weather and the fresh and pure mountain air which was invigorating. We didn't ever feel tired. Soon it was time to return to the hustle and bustle of the city life. But it was a good trip overall.

Do let me know how you spent your short school break. Waiting to hear from you.

Yours affectionately

Mira

2. 22, New Alipore Road  
Kolkata

13th April 20\_\_

Dear Meeta

How are you? Hope you are well. I am well here and trying to adjust to my new surroundings and neighbourhood.

This new colony where we have moved is very clean and well organised. They have their own in house maintenance staff, so we don't have to worry about minor problems. My neighbours are very helpful and caring, though I must say that no one can be as good a cook as your mother. I really miss the tasty snacks made by her. We have a park nearby where all the children play or cycle in the evening. It has helped me to make some new friends. I miss all of you a lot and often wish I was back with you again.

It will take time but I am sure that I'll start enjoying this place too. Please come and visit me whenever you can.

Yours affectionately

Ria

3. A-25 Nehru Nagar  
Ghaziabad  
14th December 20\_\_

Dear Arvind

How are you? Hope you are well. I am fine and settling down after returning from your house after the lovely stay. I wish to thank you and aunty for making me feel at home.

I am sorry to trouble you, but I have left my mobile charger and my school identity card in the drawer of the cupboard in your room. I am finding it a little difficult to do without these two things, especially the I-card which we have to wear to school everyday. I would request you to send them by courier at the earliest, because my school reopens next week.

Sorry to put you through so much trouble. Hoping to hear from you soon.

Yours affectionately

Varun

4. Room No. 14  
St. John's School  
Rajpura Road  
Dehra Dun  
24 March 20\_\_

Dear Vishal

How are you? Hope you are well. I am well here and gradually adjusting to life in a hostel.

The first day in the hostel was really traumatic. As I waved goodbye to my parents, I couldn't believe that I had been left alone in a new place. With heavy steps I walked into my dormitory and sat down on my bed. I wanted to cry out aloud but since boys should not cry, I controlled my tears and looked around. I found two or three other boys with sad expressions on their faces and realised that we were all in this together. We smiled at each other and introduced ourselves. Together we had breakfast and went for our orientation. We talked about our families and felt better. In the games period, we really enjoyed ourselves. So, the day was over soon and I realised that I had done pretty well for day one. That does not mean that I didn't miss you all.

Waiting to hear from you

Yours affectionately

Vikas

5. 7/11, 111 C Kapil Vihar  
New Delhi  
21 July 20\_\_

Dear Rusty

It was very saddening to hear about your accident from your mother.

She told me that while you had been cycling, a fast speeding car knocked you down and sped away. It was really very mean of the driver. She said that you had been bruised severely and had received some deep cuts, but luckily there were no broken bones. Thank God for that. How are you now? Hope you are taking proper rest and following the doctors orders. Please don't worry about school. Nothing too important is happening at school.

I will try and meet you soon.

Yours affectionately

Vimal

6. A-4Z Chiranjiv Vihar  
New Delhi  
24 November 20\_\_

Dear Avi

How are you? I am fine here. Sorry for writing to you after such a long time. Actually, I wanted to write to you about a new book that I have just finished reading.

The name of the book is 2 states. It is written by Chetan Bhagat. It is an amazing book. It tells about two people from two different states, who want to get married. The cultural differences have been so vividly and humourously described that one doesn't feel like putting the book down. As the book develops, the leading pair makes an effort to unite the two families and root out the culinary, cultural and traditional differences. It depicts the lifestyle of the people of the two states in a very reader-friendly way. It was a delight to read the book. In the end, they manage to get married and the book has a happy ending.

I suggest, if you can, buy this book and read it. I am sure you'll enjoy it thoroughly.

Hoping to hear from you soon.

Yours affectionately

Shubhi

7. 72/140 Charminar Road

Hyderabad

17 August 20\_\_

Dear Anshul

Hope you are well. We are all well here. We were delighted to hear of your success in your half yearly examination. Congratulations from all of us.

They say that Rome was not built in a day. Your achievement is not an overnight success story. I know you have worked very hard since the beginning of the term. You have sacrificed sleep, fun and games to study. I am sure your teachers have also played an important role in your achievement. You must thank them for their co-operation. Just remember to keep working hard in this manner. Do not become lax and negligent. You have made a great effort and we all are very proud of you.

Rest is all well. Hoping to see you soon in your winter break.

Yours affectionately

Aviral

8. 111 C/72 Nehru Nagar

Allahabad

1 July 20\_\_

Dear Viren

How are you? Hope you are well. We are all well here and now waiting for the school to reopen.

I thoroughly enjoyed my summer vacation and now am very keen to be back with all of you. As the vacations were about to start, I started doing my holiday homework and also started working on the projects that were given to us. In the evening, I went to the gym and also for swimming classes. I am feeling very fit and energetic now. After some days, we all went to Jaipur for a few days. It was a good trip and we visited all the important places like Jantar Mantar, Taj Mahal, Sisodia Gardens and of course, my mother did a lot of shopping. After coming back home, we had some guests and I really enjoyed their company. We made various trips to malls, to the Akshardham Temple and the Lotus Temple. It was fun to have guests over. Now vacations have come to an end and I am getting ready for school. Did you enjoy your holidays? Do let me know what you did during the vacation.

Yours affectionately

Piyush

9. 142 New Kavi Nagar

Ghaziabad

14 September 20\_\_

Dear Ayush

Thank you for your letter which I received a few days ago. I was very touched by your concern for me. I have not been well for the past one week. I had high fever and cough, so I couldn't come to school. I was sorry to hear that the football team has been selected in my absence. Perhaps I will join next week when I feel a little better.

Yours affectionately

Pranjal

10. A-38 Preet Vihar

New Delhi

20 June 20\_\_

Dear Urmi

How are you? I am fine here. My sister is home from her boarding school and we are having a good time though she is a bit upset about leaving her friends.

I told her about all of you and her face lit up with anticipation. She is very keen to meet all of you. I think it is a very good idea if we can get together at my place the coming Saturday. She will be happy in your company and might forget her boarding school friends for some time. We can have lunch at my place and then go for a movie. We can take her along with us. I am sure she will enjoy herself with you all.

Hoping to see you soon.

Yours affectionately

Parul

11. 49/17 New Rohtak Road

New Delhi

Dear Vasu

How are you? Hope you are well. I am fine here. I am writing this letter to inform you that I will be visiting you during the summer vacation. I hope I will not inconvenience you.

I have always wanted to visit Hyderabad because it's so different. The state of Andhra has distinguished beauty and culture. I have read so much about Hussain Sagar Lake, the Charminar and the Salar Jang Museum that I am eagerly waiting to visit these places. Of course, I would like to buy the traditional Hyderabad bangles and the famous silk of Andhra Pradesh. Please do take me to have the famous Hyderabad biryani. You can't imagine how excited I am to see you and to visit the places of historical interest in Hyderabad. Do let me know if it is fine with you.

Yours affectionately

Riti