

Worksheet for Subject –English

Class-VI

INFORMAL LETTERS

Example 1: Write a letter to your friend requesting him/her to lend a digital camera during your holidays.

4 Panchsheel Road

Nawabganj

Barrackpore

2 May 20...

Dear Srijan

I hope you are well and making plans for your summer vacation. I am also busy with preparations as I would be travelling to Switzerland along with my aunt and uncle.

We would be leaving on the morning of 15 May and after staying there for almost a fortnight, I would be back by the end of the month.

Srijan, can you lend me your digital camera for the trip? Don't worry, I will keep it safe. If you can spare it for a fortnight, please let me know. I will take it from you on our way to the airport, if it is convenient to you.

I am looking forward to hearing from you.

Yours affectionately

Ravi