

Informal Letter (अनौपचारिक पत्र)

Definition / परिभाषा

अनौपचारिक पत्र वे पत्र होते हैं जो हम अपने मित्रों, रिश्तेदारों, माता-पिता या परिचित लोगों को लिखते हैं। इनमें भाषा सहज, सरल और आत्मीय होती है।

Main Features / मुख्य विशेषताएँ

1. व्यक्तिगत और आत्मीय भाषा का प्रयोग।
2. भावनाओं, विचारों और अनुभवों की स्वतंत्र अभिव्यक्ति।
3. छोटे पैराग्राफ़ में सरल और स्पष्ट लेखन।
4. अंत में शुभकामनाएँ या स्नेह प्रदर्शित करना।

✓ In exams:

- लिखते समय भाषा सरल और स्वाभाविक रखें।
- विषय से न भटके।
- 80–120 शब्दों में लिखें।

Format of Informal Letter / अनौपचारिक पत्र का प्रारूप

✉ 1. Sender's Address (प्रेषक का पता)

✉ 2. Date (तारीख)

✉ 3. Salutation (संबोधन)

- Dear Father / Respected Uncle / My dear Friend

✉ 4. Body of the Letter (पत्र का मुख्य भाग)

- Introduction (भूमिका)
- Main content (मुख्य विषय)
- Conclusion (निष्कर्ष)

✉ 5. Closing (समापन)

- Yours loving / Yours affectionately / With love

✉ 6. Name (नाम)

Examples of Informal Letter

1. Letter to your friend about your preparation for board exams.

Question: You are Amit living in 22, Shastri Nagar, Jaipur. Write a letter to your friend Rohan describing your preparation for the upcoming board examinations.

Answer:

22, Shastri Nagar
Jaipur
25 Sept. 2025

My Dear Rohan,

I was very happy to receive your letter. You asked about my preparation for the board exams. I am working very hard these days. I have made a timetable and give proper time to each subject. I focus more on English and Mathematics as they are scoring subjects. I also revise regularly and take mock tests. In the evening, I relax by reading stories or walking with friends. I am confident that I will do well in the exams. What about your preparation? Write to me soon.

Yours loving friend,
Amit

2. Letter to your younger brother advising him to avoid bad company.

Question: You are Rahul living in 12, Vivek Vihar, Udaipur. Write a letter to your younger brother Rakesh advising him to avoid bad company.

Answer:

12, Vivek Vihar
Udaipur
26 Sept. 2025

My Dear Rakesh,

I got a letter from father and he is worried about your recent behaviour. He feels you are spending time with some friends who are not serious about studies. I must tell you that bad company spoils character and future. You should avoid wasting time with such people. Choose friends who are honest, disciplined, and hardworking. Remember, good company makes life successful and bright. Concentrate on your studies and make us proud. I hope you will follow my advice.

Yours affectionately,
Rahul

3. Letter to your friend describing your trip to Mount Abu.

Question: You are Vijay living in 44, Civil Lines, Jodhpur. Write a letter to your friend Suresh telling him about your recent trip to Mount Abu.

Answer:

44, Civil Lines
Jodhpur
20 Sept. 2025

My Dear Suresh,

You will be glad to know that I recently visited Mount Abu with my family. It was a wonderful trip. We stayed there for three days. The weather was cool and pleasant. We visited Nakki Lake, Dilwara temples, and Sunset Point. The beauty of the hills and greenery made me very happy. I also enjoyed boating in Nakki Lake. The fresh air and peaceful environment gave me a new energy. I wish you were with me on this trip. Next time we will go together.

Yours loving friend,
Vijay

4. Letter to your mother telling her about your hostel life.

Question: You are Manoj living in Hostel No. 2, Govt. Sr. Sec. School Ajmer. Write a letter to your mother describing your hostel life.

Answer:

Hostel No. 2
Govt. Sr. Sec. School
Ajmer
18 Sept. 2025

My Dear Mother,

I received your loving letter yesterday. You wanted to know about my hostel life. My hostel is very clean and comfortable. We have a strict routine here. We get up early in the morning, attend classes, and study regularly. In the evening, we play games in the hostel ground. The food is simple but healthy. The warden is very kind and takes good care of us. Sometimes I miss your love and home food, but I am happy here. Do not worry about me.

Yours loving son,
Manoj

5. Letter to your friend inviting him to spend summer vacation with you.

Question: You are Deepak living in B-55, Station Road, Kota. Write a letter to your friend Sanjay inviting him to spend the summer vacation with you.

Answer:

B-55, Station Road

Kota

15 Sept. 2025

My Dear Sanjay,

Summer vacation is about to begin and I wish you to come to my house during the holidays. We will enjoy the time together. There are many interesting places to visit in my city such as Chambal Garden, Seven Wonders Park, and Kota Barrage. We can also read story books and play outdoor games. Mother is eager to meet you and she will prepare your favourite dishes. I am sure we will have a lot of fun together. Please confirm your visit soon.

Yours loving friend,

Deepak

6. Imagine you are Sushma/Param, living in 145 Shastri Nagar, Amritsar. Your sister has secured 95% in Board Examination. Write a letter of congratulations to her on this occasion.

Ans.

145 Shastri Nagar

Amritsar

24 June 2025

My dear Tejasvita

Today I saw your result in the 'Rajasthan Patrika' You have secured 95% in your Secondary Examination. I congratulate you on this brilliant success. It is the kindness of God. I am proud of you. I feel very happy. You worked really hard and got its fruit. I wish you a long and happy life.

You should also work hard for the next examination. I wish you even greater success in future. I again congratulate you on this achievement.

With love

Your loving sister/brother

Sushma/Param

7. You are Neha living in Siddharth Nagar, Ajmer. Your friend Khushi has won a Gold medal in the State Level Chess Competition. Write a letter to congratulate her on her success.

Ans.

21 Siddharth Nagar Ajmer

11 March 2025

Dear Khushi

Many, many congratulations on your grand success. It gave me immense joy to hear that you have won a gold medal in the State Level Chess Competition. You really deserved it. I am proud of you. It was your long-cherished dream. It has come true. You have done a lot of hard work to achieve your goal. I wish you grand success in future also.

You will reach National and International levels.

With best wishes

Your loving friend

Neha

8. Imagine that you are Sachin/Sakshi. Your sister's marriage will be held next month. Write a letter to your friend Vivek/Vaishnawi to invite him/her on this occasion.

Ans.

177 Dariba Pan Jaipur

10 May 2025

My dear Vivek/Vaishnawi

It gives me immense joy to share with you the news that my elder sister's marriage has been settled. The ceremony will take place on 18th of next month. The bridegroom hails from a very noble family. They are from Ajmer. He is a software engineer and works in an MNC.

Please, do come at least a few days before the marriage.

Convey my best regards to your parents.

Yours sincerely

Sachin/Sakshi

9. Imagine that you are Kavita/Kunal reading at Govt. Senior Secondary School Rampur. Write a letter to your friend Rekha/Tanmay telling her/him about the Importance of yoga for health'.

You may touch upon the following points-

- (i) Maintains health and fights from disease.*
- (ii) Keeps physically and mentally fit.*
- (iii) International yoga day*
- (iv) Regular practice.*

Ans.

School Hostel
Govt. Sr. Sec. School
Rampur

10 March 2025

Dear Rekha/Tanmay

Thanks for your letter. You wanted to know about the importance of yoga for health. This shows that you are very aware of your health.

Yoga maintains health and fights diseases. It keeps us physically and mentally fit. The UNO has declared 21 June as International Yoga Day. Regular yogic practice keeps us healthy.

Rest is O.K.

Your loving friend
Kavita/Kunal