



LITTLE ROSE ACADEMY HIGH SCHOOL



SUBJECT: ENGLISH



CLASS: 9th

Format:

Formal Letter

Sender's Address

Date

Receiver's Address

Subject :

Salutation, (Respected sir/madam)

Body {

Closing → Thanking You.

Yours faithfully,

Sender's name / signature

Format Of Informal Letter

Sender's Address

Date (eg: 1st March, 20XX)

Greeting

Body {
1. Write purpose of writing
2. Write in detail about writing letter
3. Concluding Lines.

Complimentary Closing (Yours loving)

Sender's name

WRITING SKILL

LETTER WRITING (Practice)

{Note: Write in your own words}

1. You are Rohit / Rita, a resident of Shastri Nagar, Jammu. The main road leading to your locality has developed deep potholes, causing frequent traffic jams and minor accidents, especially after recent rains. Write a letter to the Commissioner of the Jammu Municipal Corporation (JMC) drawing their attention to this problem and requesting immediate repairs.
2. You are Sahil / Sana, the Head Boy / Head Girl of Government High School, Sunjuwan. Your class wants to visit the central library and the Mubarak Mandi Heritage Complex for an educational field trip. Write a letter to your School Principal requesting permission for the tour and arrangements for a school bus.
3. You are Amit / Amrita living in a hostel at Srinagar. Your younger brother, who is studying in Class 8th in Jammu, has started spending excessive time playing online games on his smartphone, neglecting his studies and health. Write a letter to him advising him on the importance of time management and balancing hobbies with academics.
4. You are Vikram / Vinita from Udhampur. Your school recently organized a three-day trekking and camping expedition to Sanasar. Write a letter to your friend living in Delhi, describing your experience of sleeping in tents, cooking in the open, and the scenic beauty of the region.
