**BAL BHARATI PUBLIC SCHOOL, ROHINI**

**CLASS –III SUBJECT- ENGLISH**

**ASSIGNMENT NO.-45**

**TOPIC – INFORMAL LETTER WRITING**

**1) Informal letters are written to friends and relatives.  
2) They are written in a simple and informal style.**

**FORMAT OF INFORMAL LETTER**

Sender’s Address [ Your Address]

Date [ 14 December 2020]

Salutation [ Dear \_\_\_\_\_\_ ]

**BODY OF THE LETTER**

Subscription [ Yours lovingly]

Sender’s Name [ Your name]

**Q1. Use the words given in the help box and complete the letter to your friend inviting him/ her to your birthday party.**

**R-9I, Paschim Vihar**

**New Delhi**

**15 December 2020**

**Dear Ritika**

**How are you? Hope this letter finds you (1) in good health. I am fine here. I would like to invite you to my (2) Birthday Party on (3) 20 December at (4) Pizza Hut from (5) 6 pm to 8 pm. I have invited all my (6) friends and relatives. We will play (7) games, sing and dance. My parents have arranged a (8) Magic Show for us. I hope you will join me and have fun.**

**Convey my regards to uncle and aunt.**

**Yours lovingly**

**Saumya**

* **friends and cousins**
* **Magic Show**
* **Pizza Hut**
* **6 pm to 8 pm**
* **games**
* **20 December**
* **Birthday party**
* **in good health**