

CBSE Class 6 English

Informal Letter Writing — Practice Worksheet

Name: _____ Section: _____ Date: _____

Answers (Model Informal Letters)

Note for students: These are sample answers meant as a guide. You may change names, places and small details, but make sure your own letter follows the same format and tone.

Answer 1: Write a letter to your friend inviting him/her to your birthday party next Sunday.

12, Green Park
New Delhi
5 March 20XX

Dear Aman,

I am turning eleven this Sunday, and Mummy is throwing a small party for me at home in the evening. There will be games, music and a big chocolate cake, and I would love for you to be there.

Please ask your parents and come by five o'clock. Do bring your badminton racket, as we plan to play a few matches in the garden too.

I am waiting eagerly for your reply. Please do not disappoint me!

Your loving friend,
Riya

Answer 2: Write a letter to your cousin describing how you spent your summer vacation this year.

45, Lake View Colony
Bhopal
10 June 20XX

Dear Kabir,

I hope you are keeping well. My summer vacation this year was wonderful, and I wanted to share all the fun with you.

We travelled to Manali for a week, where I saw snow for the first time and went on a short trek with Papa. Back home, I read three storybooks, learnt to bake cookies with Mummy, and joined a summer painting camp.

I hope your holidays were just as much fun. Do write back and tell me everything.

Yours lovingly,
Ishaan

Answer 3: Write a letter to your grandmother thanking her for the beautiful gift she sent you on your birthday.

7, Rose Avenue
Chandigarh
18 August 20XX

Dear Dadi,

Thank you so much for the lovely blue frock you sent me on my birthday. It fits perfectly, and I have already worn it twice to school functions!

All my friends loved the colour and asked me where I got it from. You always choose the best gifts, and I feel so lucky to have a grandmother like you.

I hope you and Dada are keeping well. I miss you a lot and am looking forward to visiting you in the winter holidays.

With lots of love,

Meher

Answer 4: *Write a letter to your friend describing the new pet you have brought home.*

23, Sunrise Apartments
Pune
2 September 20XX

Dear Sana,

You will be so excited to hear this — we have brought home a golden retriever puppy! We have named him Bruno, and he is the naughtiest, most adorable creature I have ever seen.

He loves chewing on my school shoes and chasing his own tail around the living room. Every morning he wakes me up by licking my face, and I cannot help but laugh.

You must come over this weekend to meet him. I am sure you will fall in love with him too.

Your friend,
Aditi

Answer 5: *Write a letter to your friend congratulating him/her on winning the first prize in the inter-school sports meet.*

9, Model Town
Jalandhar
14 November 20XX

Dear Rohan,

Congratulations on winning the first prize in the 100-metre race at the inter-school sports meet! I heard the news from Sameer, and I could not be prouder of you.

All your practice in the mornings has finally paid off. You truly deserve this medal, and I hope you continue to shine in every competition you take part in.

Let us celebrate together when I next visit your house. Once again, many congratulations!

Your proud friend,
Vivaan

Answer 6: *Write a letter to your friend describing the Annual Day celebration held in your school.*

18, Church Street
Kochi
22 December 20XX

Dear Neha,

Our school's Annual Day was held last Friday, and it was the most colourful evening I have seen at school. The auditorium was decorated with fairy lights and flowers, and every class had prepared a special item.

I performed in a group dance, and though I was nervous at first, the applause afterwards made all the practice worthwhile. The Chief Guest also gave away prizes to the winners of the inter-house competitions.

I wish you could have been there to see it. I am sending you a few photographs along with this letter.

Yours affectionately,
Tara

Answer 7: *Write a letter to your father telling him about the good result of your recent class test.*

Hostel No. 2
St. Xavier's School, Ranchi
6 January 20XX

Dear Papa,

I hope you, Mummy and Chintu are all doing well. I am writing to share some good news with you.

Our class test results were declared today, and I have scored ninety-two marks in English and eighty-eight in Mathematics. My teacher was very pleased and said my handwriting has also improved a great deal.

I have been studying regularly, just as you advised me before I left for the hostel. I hope this makes you proud of me.

Your loving son,
Aryan

Answer 8: *Write a letter to your friend inviting him/her to spend the winter holidays with you at your home.*

31, Civil Lines
Lucknow
3 December 20XX

Dear Faizan,

The winter holidays are almost here, and I was wondering if you could come and stay with us for a few days. My parents have already agreed and are looking forward to having you over.

We can build a bonfire in the evenings, roast peanuts, and finally finish that jigsaw puzzle we started last time. Mummy has also promised to make her special gajar ka halwa for us.

Please ask your parents soon and let me know your travel dates.

Your friend,
Zoya

Answer 9: *Write a letter to your mother from your grandparents' house describing how you are enjoying your stay there.*

Village Barwa, via Nainital
1 May 20XX

Dear Mummy,

I reached Nani's house safely yesterday, and I am having a wonderful time here. The mountains look beautiful, and the air is so cool and fresh compared to the city.

Nani has been telling me stories every night, and this morning Nanaji took me on a walk to the nearby orchard where we picked fresh apricots. I have also started helping Nani water her flower garden.

Please do not worry about me — I am eating well and having lots of fun. I will call you on Sunday as usual.

Your loving daughter,
Prisha

Answer 10: *Write a letter to your friend describing your visit to the zoo with your family.*

56, Gandhi Nagar
Nagpur
19 July 20XX

Dear Yash,

Last Sunday, my family and I visited the city zoo, and I have been wanting to tell you about it ever since. We saw lions, giraffes, and even a family of playful monkeys swinging from tree to tree.

My favourite part was watching the elephants being given a bath by their keepers — it was such a funny and heart-warming sight. We also had a picnic lunch near the lake inside the zoo.

I have brought back a small souvenir for you. Do come over so I can give it to you.

Your friend,
Kabir

Answer 11: *Write a letter to your friend who is unwell, cheering him/her up and wishing a speedy recovery.*

14, Park Street
Kolkata
27 February 20XX

Dear Arjun,

I heard from your mother that you have been down with fever and are resting at home. I am sorry to hear that you are unwell, and I hope you feel much better very soon.

The class has not been the same without you these past few days — no one to share jokes with during lunch break! Please take your medicines on time and get plenty of rest.

I have noted down today's homework for you, so do not worry about missing anything. Get well soon, and come back to school as soon as you can.

Your caring friend,
Diya

Answer 12: *Write a letter to your cousin describing your new school, your classroom and your new friends.*

8, Nehru Colony
Dehradun
9 April 20XX

Dear Ananya,

As you know, we shifted to Dehradun last month, and I finally started at my new school this week. I wanted to tell you all about it.

My classroom is bright and spacious, with a big window that looks out onto the hills. I have already made two new friends, Naina and Rehan, who sit next to me and helped me find my way around on the first day.

I do miss our old school and all of you, but I am slowly settling in here. I hope we can meet during the summer holidays.

Yours lovingly,
Simran

Answer 13: *Write a letter to your uncle thanking him for the interesting storybook he gifted you.*

22, MG Road
Indore
15 October 20XX

Dear Mama,

Thank you so much for the wonderful storybook you sent me for my birthday. I have already finished reading the first three chapters, and the adventures in it are simply thrilling.

You always seem to know exactly which books I will enjoy the most. I have started a little shelf at home for all the books you have gifted me over the years.

I hope you and Mami are doing well. I look forward to seeing you both during the Diwali holidays.

With love and thanks,
Kunal

Answer 14: *Write a letter to your friend describing how your family celebrated a festival at home.*

5, Temple Road
Varanasi
25 October 20XX

Dear Priya,

We celebrated Diwali at home last week, and it was truly the best one yet. We cleaned and decorated the whole house with diyas and flower rangoli, and in the evening we lit sparklers together with our neighbours.

Mummy made delicious sweets, and we exchanged gifts with relatives who came to visit. The whole street looked magical, lit up with lights of every colour.

I wish you could have joined us this year. I am sending you some sweets along with this letter — I hope you enjoy them.

Your friend,
Anaya

Answer 15: *Write a letter to your friend describing an exciting trip to a hill station with your family.*

30, Hill Road
Shimla
12 June 20XX

Dear Ritika,

We just returned from a family trip to Manali, and I have been bursting to tell you all about it. The mountains were covered in mist every morning, and the air smelled of pine trees.

We went river rafting, visited an old wooden temple, and even tried apple picking at a local orchard. In the evenings, we sat by a bonfire and roasted marshmallows while Papa told us stories.

It truly felt like a dream. I have brought back some photographs to show you when we next meet.

Yours lovingly,
Naina

Answer 16: *Write a letter to your elder sister praising her performance in the school dance competition.*

17, Station Road
Amritsar
30 January 20XX

Dear Didi,

I watched your dance performance at the school competition yesterday, and I am still amazed by how beautifully you danced! Every step was so graceful, and the whole audience clapped loudly when you finished.

Mummy and Papa were beaming with pride, and honestly, so was I. You must have practised very hard for weeks, and it truly showed on stage.

I am so lucky to have such a talented sister. Congratulations once again, Didi!

Your loving sister,
Simi

Answer 17: *Write a letter to your friend describing your favourite hobby and why you enjoy it.*

11, Garden Estate
Surat
8 August 20XX

Dear Farhan,

I wanted to tell you about my favourite hobby — collecting postage stamps from different countries. I started this hobby two years ago when my uncle gave me a small album of stamps from his travels.

Since then, I have added stamps from over fifteen countries, each with its own interesting pictures and stories. I enjoy it because every stamp teaches me something new about a different place in the world.

You should try starting a collection too — maybe of coins or postcards. It is such a relaxing and interesting way to spend an evening.

Your friend,

Aarav

Answer 18: *Write a letter to your friend inviting him/her to accompany you to the school book fair.*

4, College Road
Patna
21 November 20XX

Dear Ishita,

Our school is organising a book fair this weekend, with stalls from many popular publishers, and I remembered how much you love reading. Would you like to come along with me on Saturday morning?

I have heard there will be a special corner for adventure and mystery stories, along with a storytelling session for younger children. We could easily spend the whole morning there browsing through books.

Do ask your parents and let me know soon so we can plan our visit together.

Your friend,
Meera

Answer 19: *Write a letter to your father requesting him to send you your favourite storybooks by post.*

Hostel No. 3
Delhi Public School, Gurugram
16 September 20XX

Dear Papa,

I hope you are keeping well. I am writing to ask you a small favour. I have finished reading all the storybooks I brought with me, and the hostel library does not have many that interest me.

Could you please send me the two new books I had marked in my list before I left home? They are on my study table in my room. A few of my friends here are also waiting to borrow them once I am done.

I miss all of you and look forward to the next holidays.

Your loving son,
Devansh

Answer 20: *Write a letter to your friend describing your experience of planting a sapling on Environment Day.*

26, Green Valley
Bhubaneswar
5 June 20XX

Dear Ayaan,

Yesterday was World Environment Day, and our school organised a tree plantation drive in the playground. Every student was given a small sapling to plant along the school boundary.

I planted a neem sapling and even wrote my name on a little tag tied to it. Our teacher told us that we must water our sapling every week and watch it grow taller through the year.

It felt wonderful to do something for nature, and I hope our whole school garden looks green and beautiful by next year.

Your friend,
Reyansh

Answer 21: *Write a letter to your friend telling him/her about an interesting movie you watched over the weekend.*

19, Marine Drive
Mumbai
13 March 20XX

Dear Sarah,

Last weekend, my family and I watched a new animated movie at the cinema, and I simply have to tell you about it. It was about a young explorer who sets off on an adventure to find a hidden island.

The animation was beautiful, and the story had just the right mix of humour and excitement. There was even a clever talking parrot who kept the whole audience laughing throughout the film.

I really think you would enjoy it. Perhaps we could go and watch it together this weekend.

Your friend,

Zara

Answer 22: *Write a letter to your grandfather describing your daily routine at school and at home.*

3, Temple Lane

Mysuru

27 April 20XX

Dear Dadaji,

I hope you are keeping well. You often ask me about my day, so I thought I would write and tell you about my daily routine in detail.

I wake up at six every morning, get ready for school, and catch the school bus at seven-thirty. After school, I finish my homework, play cricket with my friends in the park, and then have dinner with the family before going to bed by nine.

It keeps me quite busy, but I enjoy every part of my day. I hope to see you soon during the summer holidays.

Your loving grandson,

Vihaan

Answer 23: *Write a letter to your cousin inviting him/her to celebrate Raksha Bandhan with your family.*

10, Palm Grove

Coimbatore

2 August 20XX

Dear Aisha,

Raksha Bandhan is coming up next Sunday, and we are planning a small family celebration at home. I would love for you to join us, since you are just like a sister to me.

We will tie rakhis, enjoy a special lunch that Mummy is preparing, and spend the afternoon playing carrom and other games together. It would make the day even more special if you could be there.

Please ask your parents and let me know if you can come. I am really looking forward to it.

Your loving cousin,

Aarohi

Answer 24: *Write a letter to your friend describing the science exhibition organised in your school.*

27, Cantonment Road

Jaipur

14 January 20XX

Dear Ibrahim,

Our school organised a science exhibition last Friday, and it was truly fascinating. Students from every class had set up models and experiments on the school lawns, ranging from volcanoes to solar-powered cars.

I made a working model of a water filtration system with my project partner, and many visitors, including some teachers from other schools, appreciated our idea. There was also a robotics stall that drew a huge crowd all day.

I wish you could have seen it. I am sure our school will hold something just as exciting next year too.

Your friend,
Advait

Answer 25: *Write a letter to your mother from your school hostel telling her that you are missing home.*

Hostel No. 1
Modern Public School, Shimla
9 October 20XX

Dear Mummy,

I hope you, Papa and everyone at home are keeping well. I have settled into the hostel routine now, but this evening I found myself thinking of home a great deal and missing all of you.

The other girls in my room are friendly, and our warden is kind, but nothing quite compares to our own house and your cooking. I especially miss our evening walks together after dinner.

Please do not worry — I am managing well with my studies and activities. I am simply counting the days until the next holidays, when I can come home to all of you.

Your loving daughter,
Anvi