

Informal Letter Writing

CBSE Class4

Name		Class / Section	
Date		Marks (out of 10)	

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Worksheet 1: Invitation to a Birthday Party

Q1. Your tenth birthday is just a week away, and your parents have allowed you to host a party at home. Write a letter to your friend inviting him/her to the party.

Include the following points in your letter:

- Date, time and venue of the party
- The theme of the party and what your friend should wear
- Games and activities you have planned
- A request to come early and take his/her parents' permission

Word limit: 100–125 words (body of the letter) | Marks: 10

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Worksheet 2: Thanking Grandmother for a Gift

Q2. Your grandmother has sent you a set of storybooks as a birthday gift. Write a letter to her thanking her for the gift.

Include the following points in your letter:

- Thank her and say how you felt on receiving the gift
- Mention the story you liked the most and why
- Tell her how you plan to use the books
- Invite her to visit you soon

Word limit: 100–125 words (body of the letter) | Marks: 10

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Worksheet 3: School Annual Day

Q3. Your school celebrated its Annual Day last Friday. Write a letter to your cousin describing the event.

Include the following points in your letter:

- The chief guest and what he/she said
- Your own performance
- The most enjoyable part of the programme
- Your feelings at the end of the evening

Word limit: 100–125 words (body of the letter) | Marks: 10

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Worksheet 4: Congratulating a Friend

Q4. Your friend has won the first prize in an inter-school quiz competition. Write a letter congratulating him/her.

Include the following points in your letter:

- Express your joy on hearing the news
- Recall how hard your friend had worked
- Mention how he/she has made the class proud
- Suggest a small celebration

Word limit: 100–125 words (body of the letter) | Marks: 10

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Worksheet 5: Missing a Friend Who Has Moved Away

Q5. Your best friend has shifted to another city. Write a letter to him/her telling how much you miss him/her.

Include the following points in your letter:

- How empty school feels without your friend
- News about your class and common friends
- Questions about his/her new school and house
- A promise to meet during the vacation

Word limit: 100–125 words (body of the letter) | Marks: 10

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Worksheet 6: A Holiday in a Hill Station

Q6. You recently returned from a trip to Mussoorie with your family. Write a letter to your friend describing your holiday.

Include the following points in your letter:

- How you travelled and what the journey was like
- The weather and the beautiful sights you saw
- An exciting activity you enjoyed
- The most memorable moment of the trip

Word limit: 100–125 words (body of the letter) | Marks: 10

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Worksheet 7: Sympathising with a Sick Friend

Q7. Your friend has broken his/her leg while playing and cannot come to school. Write a letter expressing your concern and cheering him/her up.

Include the following points in your letter:

- Sorrow on hearing about the accident
- Advice to rest and follow the doctor's instructions
- An offer to share notes and homework
- A promise to visit soon

Word limit: 100–125 words (body of the letter) | Marks: 10

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Worksheet 8: Advice to a Younger Cousin

Q8. Your younger cousin eats too much junk food and watches television for hours. Write a letter advising him/her to adopt healthy habits.

Include the following points in your letter:

- Show your concern in a gentle manner
- Why junk food and too much screen time are harmful
- Healthy food and outdoor games you suggest
- Advice to sleep and wake up early

Word limit: 100–125 words (body of the letter) | Marks: 10

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Worksheet 9: Diwali Celebration

Q9. Write a letter to your uncle, who lives abroad, describing how your family celebrated Diwali this year.

Include the following points in your letter:

- How the house was cleaned and decorated
- The pooja, sweets and new clothes
- How you celebrated without causing pollution
- How much you missed him

Word limit: 100–125 words (body of the letter) | Marks: 10

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Worksheet 10: An Apology to a Friend

Q10. You borrowed your friend's favourite storybook and accidentally spilled juice on it. Write a letter to your friend apologising for your carelessness.

Include the following points in your letter:

- Say sorry honestly
- Explain how the accident happened
- Offer to clean the book or buy a new one
- Request him/her to forgive you

Word limit: 100–125 words (body of the letter) | Marks: 10

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Worksheet 11: Inviting a Cousin for the Summer Vacation

Q11. Your summer vacation is about to begin. Write a letter to your cousin inviting him/her to spend the holidays with you.

Include the following points in your letter:

- For how many days you want him/her to stay
- The activities you have planned
- Things he/she should bring
- A request to take his/her parents' permission

Word limit: 100–125 words (body of the letter) | Marks: 10

Handwriting practice lines for the letter. The page contains 20 horizontal lines. A large, diagonal watermark reading "cbseclassworksheets.com" is overlaid across the writing area.

Worksheet 12: My New Pet

Q12. Your parents have gifted you a puppy. Write a letter to your friend telling him/her about your new pet.

Include the following points in your letter:

- How and when you got the puppy
- What your pet looks like and what you named it
- How you look after it
- An invitation to meet your pet

Word limit: 100–125 words (body of the letter) | Marks: 10

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Worksheet 13: Visit to a Book Fair

Q13. You visited the Book Fair in your city with your parents. Write a letter to your friend describing your visit.

Include the following points in your letter:

- When you went and who accompanied you
- The kinds of books and stalls you saw
- The books you bought
- Why your friend should visit the fair

Word limit: 100–125 words (body of the letter) | Marks: 10

Handwriting practice lines for the letter body.

Worksheet 14: Tree Plantation Drive

Q14. Your school organised a tree plantation drive on Van Mahotsav. Write a letter to your friend telling him/her about it and encouraging him/her to plant trees too.

Include the following points in your letter:

- What your school did on that day
- Your own role in the drive
- Why trees are important
- A request to plant saplings in his/her neighbourhood

Word limit: 100–125 words (body of the letter) | Marks: 10

Handwriting practice lines for the letter body.

Worksheet 15: Encouraging a Friend Before Exams

Q15. Your friend is very nervous about the coming annual examination. Write a letter to him/her giving encouragement and tips for preparation.

Include the following points in your letter:

- Tell him/her not to worry
- Suggest making a timetable and revising daily
- Advice on food, rest and sleep
- An offer to study together

Word limit: 100–125 words (body of the letter) | Marks: 10

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Worksheet 16: Writing to a New Pen Friend

Q16. Your school has given you the address of a pen friend from Australia. Write your first letter introducing yourself.

Include the following points in your letter:

- Your name, age, family and city
- Your hobbies and favourite subject
- Something special about India
- Questions about your pen friend and a request for a reply

Word limit: 100–125 words (body of the letter) | Marks: 10

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Worksheet 17: Letter to Father on an Official Tour

Q17. Your father is away on an official tour for two weeks. Write a letter to him telling him about your progress at school and how you are helping at home.

Include the following points in your letter:

- Tell him that you miss him
- Share your result or achievement at school
- How you help your mother
- Ask when he is returning and request a gift

Word limit: 100–125 words (body of the letter) | Marks: 10

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Worksheet 18: A Rainy-Day Picnic

Q18. You and your friends had planned a picnic, but it started raining. Write a letter to your cousin describing what happened.

Include the following points in your letter:

- Where and with whom you had planned to go
- What happened when it began to rain
- A funny or exciting incident
- What you learnt from the day

Word limit: 100–125 words (body of the letter) | Marks: 10

Handwriting practice lines for the letter body.

Worksheet 19: Recommending a Book

Q19. You have just read an interesting book. Write a letter to your friend recommending the book.

Include the following points in your letter:

- Name of the book and its author
- A short summary without telling the ending
- What you liked most about it
- A request to read it and share his/her opinion

Word limit: 100–125 words (body of the letter) | Marks: 10

Handwriting practice lines for the letter body.

Worksheet 20: News from Home to an Elder Sister

Q20. Your elder sister studies in a hostel. Write a letter to her giving the latest news from home.

Include the following points in your letter:

- Ask about her health and hostel life
- News about family members
- Something you have achieved
- How much everyone misses her

Word limit: 100–125 words (body of the letter) | Marks: 10

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Worksheet 21: Thanking a Friend for Help

Q21. Your friend helped you complete a science project when you were unwell. Write a letter thanking him/her.

Include the following points in your letter:

- Thank your friend sincerely
- Describe how he/she helped you
- The teacher's reaction to the project
- A promise to help him/her whenever needed

Word limit: 100–125 words (body of the letter) | Marks: 10

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Worksheet 22: Cleanliness Drive in the Neighbourhood

Q22. The children of your colony organised a cleanliness drive last Sunday. Write a letter to your friend about it and request him/her to do the same.

Include the following points in your letter:

- Why you decided to clean the area
- What the children did
- The change you noticed afterwards
- Encourage your friend to start a drive in his/her colony

Word limit: 100–125 words (body of the letter) | Marks: 10

Handwriting practice lines for the letter body.

Worksheet 23: Telling Grandfather About a New Hobby

Q23. You have recently started learning to play chess. Write a letter to your grandfather telling him about your new hobby.

Include the following points in your letter:

- How you became interested in chess
- What you have learnt so far
- A match that you won or lost
- A request to play with him when he visits

Word limit: 100–125 words (body of the letter) | Marks: 10

Handwriting practice lines for the letter body.

Worksheet 24: My First Week in Class 4

Q24. You have just moved to Class 4. Write a letter to your friend who studies in another school, describing your new class, teacher and subjects.

Include the following points in your letter:

- Your new classroom and class teacher
- The new subjects you are studying
- New friends you have made
- Something you are looking forward to this year

Word limit: 100–125 words (body of the letter) | Marks: 10

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Include the following points in your letter:

Word limit: 100–125 words (body of the letter) | Marks: 10

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Answer Key – Model Letters

The letters that follow are model answers. Names, addresses and dates are only for illustration, and students may write their own, as long as the format is correct and all four points are covered. Marks may be awarded as shown below.

Marking criteria	Marks	What to look for
Format	2	Address, date, salutation, closing and name are correct
Content	3	All four points are covered with relevant details
Language and grammar	3	Correct sentences, tenses, spelling and punctuation
Expression and neatness	2	Friendly tone, good vocabulary and clean handwriting
Total	10	

Answer 1: Invitation to a Birthday Party

24, Lotus Apartments, Vasant Kunj
New Delhi – 110070
6 October 2026

Dear Kabir,

I hope this letter finds you in the best of health and spirits. I am writing to share some exciting news with you. I will be turning ten on Saturday, 17 October, and I am hosting a birthday party at my house from 4 p.m. to 7 p.m.

The theme this year is "Superheroes", so please come dressed as your favourite hero! We have planned a treasure hunt, a magic show and a game of musical statues. Mummy is also baking my favourite chocolate cake. Please ask your parents' permission soon and come a little early so that we can decorate the garden together. I will be waiting eagerly for you.

Yours lovingly,
Aarav

Body: about 111 words

Answer 2: Thanking Grandmother for a Gift

B-12, Shanti Nagar
Jaipur – 302016
20 August 2026

Dear Nani,

I hope you are keeping well and that your knee pain is much better now. Thank you so much for the beautiful set of storybooks you sent me on my birthday. It was the loveliest surprise of the day, and I could not stop smiling when I opened the parcel.

I have already read half of the Panchatantra tales. My favourite is the story of the monkey and the crocodile, because it taught me that cleverness is stronger than strength. I read one story every night before bed and hope to finish the entire set before the winter holidays. Please come and stay with us this December. I shall read the stories aloud to you.

Your loving granddaughter,
Meera

Body: about 115 words

Answer 3: School Annual Day

15, Model Town
Ludhiana – 141002
12 December 2026

Dear Rohan,

How are you? I am sorry for not writing earlier, as I was busy rehearsing for our school's Annual Day, which was held last Friday. The chief guest was a famous scientist, and his speech inspired every one of us to dream big.

I played the wise king in our play, "The Golden Deer", and I had to remember twenty lines! My knees were shaking when the curtain went up, but I performed without a single mistake. The audience clapped loudly, and my teacher announced that I had won the Best Actor award. It was the proudest moment of my life. I wish you had been there. Please come next year.

Your loving cousin,
Nikhil

Body: about 111 words

Answer 4: Congratulating a Friend

7, Gandhi Road
Pune – 411001
3 November 2026

Dear Sana,

I was overjoyed to hear that you won the first prize in the inter-school quiz competition. Our class teacher announced the news this morning, and everyone cheered loudly. Heartiest congratulations to you!

I still remember how you stayed back in the library every day to read encyclopaedias and newspapers. Your hard work and sharp memory have finally paid off, and you have made our whole class proud. I am sure this is only the beginning of many victories. When I visit you next Sunday, let us celebrate with ice cream at our favourite parlour. The treat is on me! Once again, well done, my dear friend.

Yours affectionately,
Tara

Body: about 106 words

Answer 5: Missing a Friend Who Has Moved Away

56, Sunrise Colony
Bhopal – 462003
14 July 2026

Dear Ananya,

It has been two weeks since you left, and school feels so empty without you. Your seat beside mine is still vacant, and nobody laughs at my silly jokes the way you did. Our classmates often talk about the fun we had together during recess.

There is some good news too. Our class won the inter-class football match last week, and Mr Verma has promised us a picnic. How is your new school? Have you made any friends, and do you like your new house in Mumbai? Please write to me soon and tell me everything. I am counting the days till the summer vacation, when I will come to visit you.

Your best friend,
Simran

Body: about 112 words

Answer 6: A Holiday in a Hill Station

9, Civil Lines
Meerut – 250001
2 June 2026

Dear Arjun,

I am back from a wonderful holiday in Mussoorie, and I cannot wait to tell you all about it. We travelled by car, and the winding mountain roads, lined with tall pine trees, made the journey thrilling. The weather was cool and misty, a pleasant change from the scorching heat of Meerut.

We visited Kempty Falls, where I splashed in the icy water until my teeth chattered. We also rode a cable car to Gun Hill and saw the snow-capped peaks sparkling in the sunlight. The most memorable moment was watching the sunrise from our hotel balcony. I wish you had come along. Let us plan a trip together next year.

Your friend,
Vivaan

Body: about 111 words

Answer 7: Sympathising with a Sick Friend

21, Park Street
Kolkata – 700016
9 September 2026

Dear Rahul,

I was very sad to learn that you have broken your leg while playing football. I could not believe it when Mr Das told us about it in the morning assembly. I hope you are not in too much pain.

Please do not worry about your studies. I will bring your notes and homework every evening and explain the new lessons to you. Follow the doctor's advice carefully, take your medicines on time and rest as much as you can. Remember that a cheerful mind helps the body heal faster. All your friends are missing you and have made a get-well-soon card for you. I will visit you on Sunday with your favourite comics. Get well soon!

Your caring friend,
Dev

Body: about 117 words

Answer 8: Advice to a Younger Cousin

33, Lake View
Hyderabad – 500034
18 January 2026

Dear Ishaan,

When I spoke to you on the phone last week, I felt worried because you sounded tired and lazy. Aunty told me that you eat chips and burgers all day and sit in front of the television for hours. I am writing this letter because I care about you.

Junk food may taste good, but it makes us weak and unhealthy. Please eat fresh fruits, vegetables and dal instead. Too much screen time also harms our eyes, so limit it to one hour a day. Play cricket or cycle with your friends every evening, and try to sleep by nine o'clock. When I visit you in the holidays, I want to see a fit and energetic Ishaan!

Your loving cousin,
Pooja

Body: about 117 words

Answer 9: Diwali Celebration

11, Greater Kailash
New Delhi – 110048
10 November 2026

Dear Uncle,

Greetings from all of us at home! I hope you and Aunty enjoyed a happy Diwali in London. This year, we cleaned and decorated the house a week earlier, and I made a colourful rangoli at the entrance with the help of Mummy.

On Diwali evening, we wore new clothes, performed the Lakshmi pooja and lit hundreds of diyas. Dadi made delicious laddoos and gujiyas. We burst only a few sparklers because we want to keep the air clean and the animals safe. Our neighbours also joined us for dinner. The only thing missing was you and your funny stories. Please come to India next Diwali.

Your loving nephew,
Rishi

Body: about 106 words

Answer 10: An Apology to a Friend

8, Nehru Enclave
Lucknow – 226001
25 February 2026

Dear Manav,

I am writing this letter with a heavy heart because I have to confess something. Yesterday, while I was reading your book "The Adventures of Tom Sawyer", I was also drinking mango juice. My little brother suddenly ran into the room, and the glass slipped from my hand. The juice has spoiled four pages of your favourite book.

I am extremely sorry for my carelessness. I should have been more careful with something so precious to you. I have dried the pages carefully, and I will buy you a brand-new copy with my pocket money this Sunday. Please forgive me, as I do not want this mistake to come between our friendship. I promise to take better care of anything I borrow in future.

Your repentant friend,
Karan

Body: about 124 words

Answer 11: Inviting a Cousin for the Summer Vacation

17, Anand Vihar
Chandigarh – 160022
28 April 2026

Dear Tanya,

Our summer vacation is starting from the first of May, and I am already planning a lot of fun! Mummy and Papa have agreed that you can stay with us for the entire month. So please pack your bags and come to Chandigarh as soon as your exams are over.

I have joined swimming classes, and I would love to teach you the basics. We can also visit the Rock Garden and the science museum, and spend a night camping in our backyard. Do bring your sketchbook and badminton racket, because we will need them. Ask Chachi and Chacha for permission today and tell me your date of arrival. I cannot wait to meet you.

Your loving cousin,
Ria

Body: about 115 words

Answer 12: My New Pet

42, Green Avenue
Bengaluru – 560034
11 March 2026

Dear Zoya,

I have a wonderful surprise for you! Last Sunday, Papa brought home a tiny golden-brown puppy as my birthday gift. I have named him Bruno, because he is as soft and cuddly as a teddy bear. He has floppy ears, a wagging tail and the shiniest black eyes.

Looking after Bruno is a big responsibility. I feed him milk in the morning and rice with vegetables in the evening. I also take him for a walk and give him a bath every Saturday. He follows me everywhere and sleeps at my feet at night. Please come over this weekend to meet him. I am sure he will love you as much as I do.

Your friend,
Dhruv

Body: about 114 words

Answer 13: Visit to a Book Fair

5, Rajouri Garden
New Delhi – 110027
16 January 2026

Dear Neha,

Last Sunday, Papa took me to the Book Fair in our city. I have never seen so many books in one place! There were colourful stalls full of storybooks, comics, atlases and encyclopaedias, and children were sitting on the floor and reading happily.

I attended a storytelling session by a famous author, and it was so funny that I laughed till my stomach hurt. I bought a book of riddles, a collection of Birbal stories and a pack of bookmarks. Reading is truly the best hobby. The fair will continue until next Friday, so please ask your parents to take you. You will definitely come back with a bag full of books!

Your friend,
Ayesha

Body: about 112 words

Answer 14: Tree Plantation Drive

29, Shastri Nagar
Nagpur – 440010
8 July 2026

Dear Aman,

Last Saturday was a very special day, as our school celebrated Van Mahotsav with a tree plantation drive. Nearly two hundred students planted neem, mango and gulmohar saplings in the school ground. I dug a small pit, planted a sapling and watered it. I also tied a tag with my name on it!

Trees give us fresh air, shade, fruits and a home for birds. Without them, our Earth would become hot and dusty. Why don't you start a similar drive in your colony? Ask your friends to join, and each of you can adopt a plant and care for it. Together, we can make our cities green and beautiful.

Your friend,
Harsh

Body: about 110 words

Answer 15: Encouraging a Friend Before Exams

13, Mall Road
Shimla – 171001
5 March 2026

Dear Sneha,

I was sorry to hear that you are feeling nervous about the annual exams. Please do not worry so much, because you are one of the most hardworking students in our class. A little fear is natural, and it shows that you care about doing well.

Make a simple timetable and give equal time to every subject. Revise a little every day instead of studying everything at the last minute, and solve the sample papers that Ma'am gave us. Do not forget to eat healthy food and sleep for at least eight hours. Come to my house on Sundays and we can study together. Believe in yourself, and you will do very well!

Your well-wisher,
Jia

Body: about 113 words

Answer 16: Writing to a New Pen Friend

10, Sector 21
Noida – 201301
1 October 2026

Dear Emma,

Hello! My name is Aditya Sharma, and I am ten years old. I live in Noida, a city near Delhi, with my parents and my younger sister, Anvi. I study in Class 4, and mathematics is my favourite subject. In my free time, I love playing cricket, drawing and collecting stamps.

India is a land of many festivals, languages and delicious foods. My favourite festival is Holi, when we play with colours and eat sweets. I would love to know about your family, your school and the animals found in Australia. Do you like kangaroos as much as I do? Please write back soon. I am very excited to have a friend so far away.

Your new friend,
Aditya

Body: about 115 words

Answer 17: Letter to Father on an Official Tour

A-9, Palm Residency
Ahmedabad – 380015
19 September 2026

Dear Papa,

Namaste! I hope you are well and not working too hard. The house feels very quiet without you, and we miss our evening walks and your bedtime stories. Mummy and I count the days until you return.

I have good news. I scored 46 out of 50 in the English unit test, and Ma'am praised my handwriting in front of the class. I am also helping Mummy at home by watering the plants, arranging my books and laying the table for dinner. When are you coming back? If it is not too much trouble, please bring me a small globe from your trip. Take care of your health.

Your loving son,
Yash

Body: about 108 words

Answer 18: A Rainy-Day Picnic

19, Hill Road
Dehradun – 248001
22 July 2026

Dear Aditi,

Last Sunday, my friends and I had planned a picnic to the Botanical Garden. We had packed sandwiches, juice and a football, and everyone was in high spirits. As soon as we reached the garden, dark clouds covered the sky, and it began to pour heavily.

We ran for shelter under a big banyan tree, but we were already soaked. Then Riya slipped in the mud, and we all burst out laughing. Soon we were dancing in the rain and splashing in puddles like little ducks. We ate our sandwiches under the tree and sang songs. The day did not go as planned, but it was far more fun. I learnt that happiness does not depend on the weather.

Your loving cousin,
Mohit

Body: about 119 words

Answer 19: Recommending a Book

37, Rose Valley
Mysuru – 570001
13 May 2026

Dear Pranav,

I have just finished reading a marvellous book called "The Jungle Book" by Rudyard Kipling, and I simply must recommend it to you. It is the story of Mowgli, a little boy who is raised by wolves in the jungle. With the help of Baloo the bear and Bagheera the panther, he faces the dangerous tiger, Shere Khan.

I loved the book for its adventure, humour and its lessons about friendship and courage. Every chapter made me want to read the next one, and I finished it in just four days. I will not tell you the ending because that would spoil the fun. Please borrow my copy and read it this weekend. Do tell me which character you like the most.

Your friend,
Kavya

Body: about 122 words

Answer 20: News from Home to an Elder Sister

6, Krishna Kunj
Varanasi – 221005
7 August 2026

Dear Didi,

How are you, Didi? Are you enjoying hostel life, and is the food getting any better? Everything at home is fine, and everyone sends you lots of love. Papa's new scooter arrived last week, and he is so proud of it that he polishes it every morning.

Our kitchen garden is full of tomatoes this season, and Mummy has been making your favourite chutney. I won the first prize in the school drawing competition for my painting of a village fair. Dadaji keeps asking when you will come home next. The house is not the same without your songs and your laughter. Please write soon and tell me about your friends.

Your loving sister,
Mitali

Body: about 111 words

Answer 21: Thanking a Friend for Help

22, Model Colony
Indore – 452001
30 October 2026

Dear Rehan,

I do not know how to thank you enough for helping me with my science project last week. When I was down with fever, I thought I would not be able to submit my model of the solar system on time. But you came to my house after school and worked with me for two whole evenings.

You cut the thermocol, painted the planets and wrote the labels in your neat handwriting. Our teacher was so impressed that she displayed our project on the science notice board and gave me full marks. I will always remember your kindness. Whenever you need help with maths or anything else, please do not hesitate to ask me. A friend in need is a friend indeed.

Your grateful friend,
Sahil

Body: about 122 words

Answer 22: Cleanliness Drive in the Neighbourhood

14, Shiv Colony
Raipur – 492001
4 October 2026

Dear Varun,

Last Sunday, the children of our colony decided to clean our park, which was full of plastic bags, wrappers and dry leaves. We were tired of seeing it so dirty, and we felt that the first step must come from us. Twenty children gathered with gloves, brooms and garbage bags.

We collected all the waste, separated the plastic from the dry leaves and put up posters that read, "Keep Our Park Clean". By evening, the park looked fresh and beautiful, and even the elders thanked us. Now nobody throws litter there. Why don't you organise a similar drive in your colony? Cleanliness begins with us, and small efforts can bring big changes.

Your friend,
Parth

Body: about 112 words

Answer 23: Telling Grandfather About a New Hobby

31, Ashok Vihar
Kanpur – 208002
27 June 2026

Dear Dadaji,

Pranam! I hope you are in good health and enjoying the cool breeze in the village. I have started learning chess this summer, and I am enjoying it very much. Papa told me that you were once the chess champion of your town, and that made me curious to learn the game.

So far, I have learnt how each piece moves and a clever trick called the fork. My coach says that chess teaches patience and careful thinking. Last Friday, I won my first match against a boy from Class 6, and I felt as if I had conquered a kingdom! Please come to Kanpur soon. I want to play a game with the champion himself.

Your loving grandson,
Arnav

Body: about 116 words

Answer 24: My First Week in Class 4

40, Civil Lines
Jabalpur – 482001
8 April 2026

Dear Gauri,

I am writing to tell you about my first week in Class 4. Our new classroom is on the first floor, and it has a big window from where I can see the playground. Our class teacher, Mrs Sharma, is kind and cheerful, and she begins every day with an interesting story.

We have some new subjects this year, such as Environmental Studies and Computers. I enjoyed making a chart on the water cycle in the very first week! I have also made two new friends, Tanvi and Kabir. We have more homework now, but I am trying to finish it on time. I am looking forward to the inter-house debate this year. Please tell me about your new class too.

Your friend,
Ishita

Body: about 121 words

Answer 25: A Surprise for Mother

27, Palm Grove

Kochi – 682001

12 May 2026

Dear Lavanya,

Last Sunday was Mother's Day, and I wanted to do something special for Mummy, who works so hard for all of us. I planned a surprise with the help of Papa and my little brother. While Mummy was at her friend's house, we cleaned the kitchen and decorated the living room with balloons and paper flowers.

I made a card with a poem I had written, and Papa helped me bake a small cake. When Mummy walked in, she was speechless, and then tears of joy rolled down her cheeks. She hugged us tightly and said it was the best gift ever. I learnt that love matters more than expensive gifts. You should also try this next year.

Your friend,
Diya

Body: about 118 words