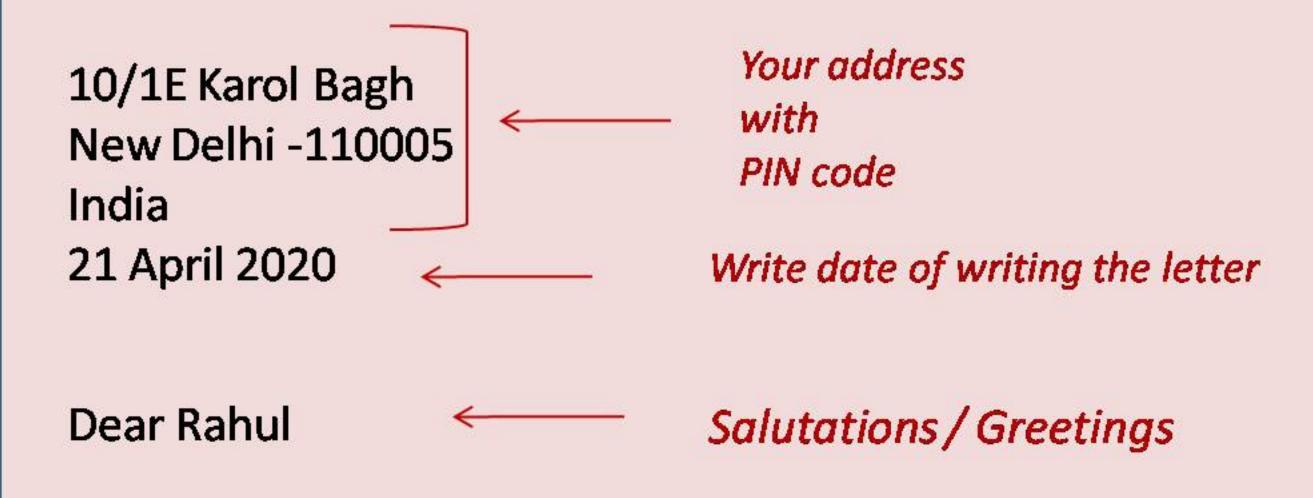
CBSE Informal Letter Writing Format



I hope my letter finds you in good health. You will be glad to know...

This is where you write in detail in an informal / personal tone. This part can have 3 paragraphs

Para 1 – You can write in brief about the purpose of writing.

Para 2 – You can write in detail about the purpose.

Para 3 - Concluding lines.

With Love,
Yours affectionately

Complimentary Closing

Rishabh Shukla

Your name