

CBSE Informal Letter Writing Format

10/1E Karol Bagh
New Delhi -110005
India

21 April 2020

*Your address
with
PIN code*

Write date of writing the letter

Dear Rahul

Salutations / Greetings

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