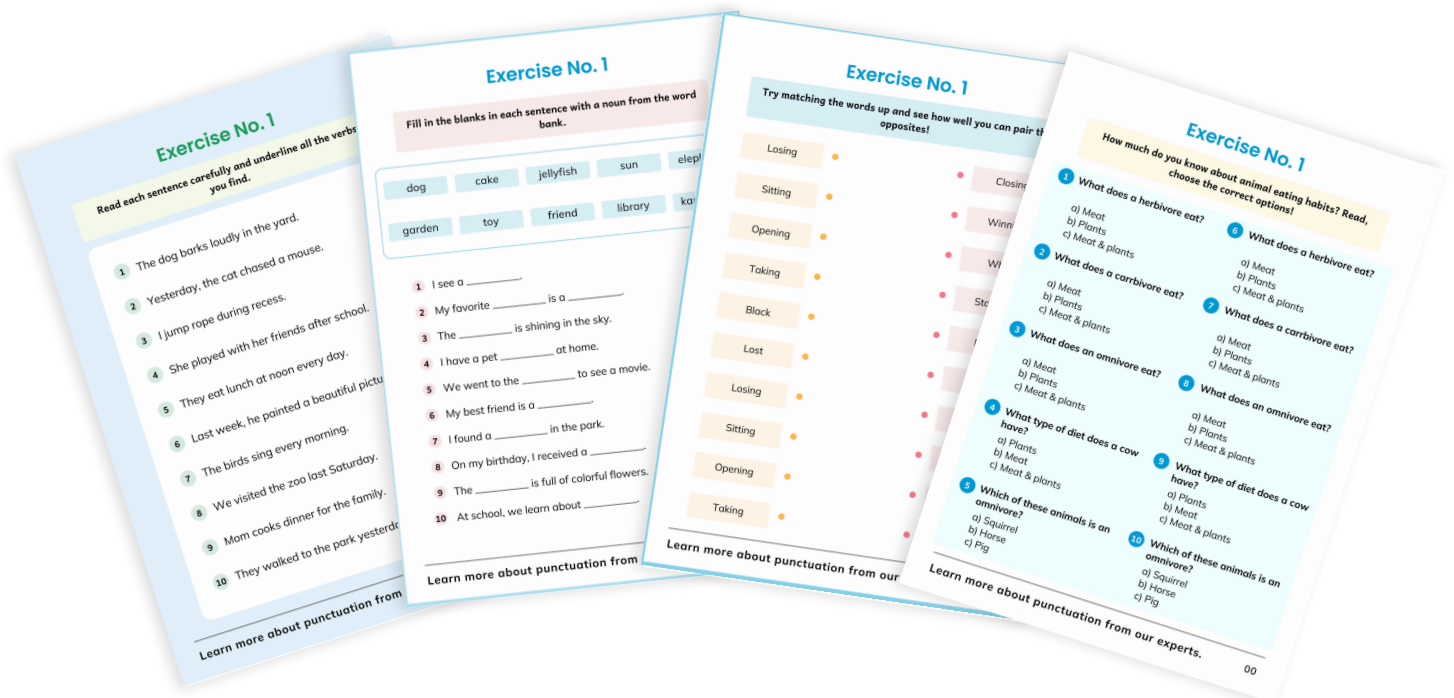




# INFORMAL LETTER WRITING

Engaging exercises to build strong grammar skills



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# Example

**Topic: Write a letter to your friend explaining why you could not attend his/her birthday party.**

12/56 Lotus Apartments

MG Road, Pune

27 November 2025

Dear Ananya,

I hope you had a great birthday. I am really sorry for not attending your party. I woke up with a fever on Saturday, and the doctor advised me to rest. I felt very disappointed because I was looking forward to celebrating with you.

Riya told me the party was fun and that everyone enjoyed the games. I also missed tasting your favourite chocolate cake.

I hope you understand. I have a small gift for you, and I will give it to you when we meet.

Yours lovingly,

Meera











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