**Unit: II Writing Skills**

**Topic: LETTER WRITING**

(**Note**: *In this topic you have to write letters for social occasions like Condolence, Making Arrangements, Invitations, encouragement and best wishes*)

Write a letter to your friend congratulating on winning a gold-medal in the dance competition:

X.Y.Z

20, Shubh Society,

Naranpura, Ahmedabad-10

23rd March 2017

Dear friend Nehal,

I am sure you will be cheerful and happy after winning a gold medal in the dance competition. I received this good news from our common friend, Atul. By the way, I have also prepared for my final examination. You must be on cloud nine after winning this medal. Dear friend, you deserve this medal since you have been working sincerely. I do remember that when we other were having fun together, you kept practicing dance.

I pray to almighty that you keep getting such beautiful awards in the future. It goes without saying that my best wishes are always with you. When we will meet, we will celebrate this occasion. Bye, and remember me to your parents.

Yours

Write a letter to your friend who has lost his father in an accident.

X.Y.Z

20, Shubh Society,

Naranpura, Ahmedabad-10

23rd March 2017

Dear friend Suchitra,

I was shocked to know about the sad demise of your father in a tragic car accident. I know this must be very difficult time for you. We all know that death is inevitable, but it’s really difficult to accept the death of a loved one. I do feel that I have lost my beloved uncle.

But even then, what is done cannot be undone. That is how nature works! You are the eldest member of your family, so the responsibility of keeping your family members in good spirit lies on your soldier. You have to be brave enough to console the rest of the family members. Aunty must be in grief beyond imagination. Do accept my sincere consolation. May God give you courage to bear this grief. Take care.

Yours

XYZ

Write a letter to your father thanking for giving you permission to join college tour, and giving money for it

X.Y.Z

20, Shubh Society,

Naranpura, Ahmedabad-10

23rd March 2017

Dear Daddy,

I am sure that this letter will find you in immense happiness. I am also delighted to receive a money order sent by you to enable me to join the college tour. Daddy, I am really thankful to you for giving me permission to join the Kashmir tour. You have not only given the permission, but sent enough money that I will enjoy my tour.

How is mother? Tell her not to worry about me, and I give you assurance that I will take care of myself. We will start our journey on the 1st of next month. We will rock there among friends.

Thanks again daddy!

Yours

XYZ

Write a letter to your friend inviting to stay at your home during the summer vacation

X.Y.Z

20, Shubh Society,

Naranpura, Ahmedabad-10

23rd March 2016

Dear friend Yuvraj,

I hope you must have reached your home town by the time you receive this letter. I reached here last week. After hectic preparation for the final examination, I am feeling complete relaxation at home.

Why don’t you come to my home to stay with us for a few days? I give you guarantee that we shall have rocking time together here. Yesterday, when I was talking about you to my parents, they also insisted that I should invite you here. Do make some plans, and inform me very soon. How are your parents? Do remember me to them.

Yours

XYZ

Write a letter to your cousin regretting about your inability to attend his marriage due to examination:

X.Y.Z

20, Shubh Society,

Naranpura, Ahmedabad-10

23rd March 2011

Dear friend Joya,

I am very happy to know that you are going to get married in the next month. Do accept my best wishes for that. At the same time, I am sad since I will not be able to attend your wedding ceremony. Don’t get angry on me. Let me explain. Unfortunately, on the day of your wedding, our examinations shall also commence.

Anyways, I wish you all the best for your future life. I will be eager to see the snaps of your wedding celebration. By the way, my parents will be attending the function.

Yours

XYZ

Write a letter to your younger sister encouraging her/giving best wishes to her for her upcoming tennis tournament.

X.Y.Z

20, Shubh Society,

Naranpura, Ahmedabad-10

23rd March 2017

Dear Deepshikha,

How are you? I am well here. Yesterday, daddy told me that you are going to participate in the inter-college tennis tournament commencing on the next week. I am so happy to listen about it.

So how is the preparation? I know that you are a sincere kind of person who loves perfection. You must be practicing very hard for the tournament. It goes without saying that my best wishes are always with you. I don’t have doubts about your tennis skills, but I am little concerned about your stamina. I would suggest developing it. Eat healthy food and don’t forget to get good sleep. Do enjoy the game and don’t bother about winning or losing too much. Just go for it.

If the time permits, I will be there to watch your match. Once more, best wishes from me.

Yours

XYZ