

Write a letter to your friend congratulating him on the marriage of his sister.

Examination Hall,

City A.B.C.

April. 16, 2024.

Dear Sajid,

Assalam-o-Alaikum! I am pleased to learn about the marriage ceremony of your sister. Accept my heartiest congratulating on this happy occasion. I am sorry I could not participate in this marriage ceremony because I was busy with my exams. I hope you will not mind my absence.

Pay my regards to all at home.

Yours sincerely,

X.Y.Z.

Write a letter to your friend to spend summer vacation with you.

OR

Write a letter to your friend inviting him to spend summer vacation at your place.

Examination Hall,

City A.B.C.

May. 18, 2023.

Dear Akram,

It's been a while since I've heard from you. Where have you been? I hope this letter finds you are in the best of your health. As summers are approaching, I was thinking if we could spend the summer break together at my place. I will introduce you to all my friends and close relatives. I will give you a city tour as well. We will spend some quality time together in malls, water, parks etc.

I am exciting even at the thought of you and I spending the summer together after so long. I have to tell you a lot of things and expect same from you. Please give my regards to aunty and uncle.

Hope to see you soon.

Yours sincerely,

X.Y.Z.

Write a letter to your friend thanking him for the books he lent to you.

Examination Hall,

City A.B.C.

May. 18, 2023.

Dear Fahad,

I have received the books you sent to me. I have started studying a book. I am highly thankful to you for this. I promise to return them as soon as possible. I thank you once again.

Yours affectionately,

X.Y.Z.



Write a letter to your friend requesting him to lend some books.

Examination Hall,

City A.B.C.

May. 18, 2023.

Dear Fahad,

You once told me that you have just a fine collection of books on Islamiyat. My examination is over. I want to study the history of Islam. Lend me some books. I shall return them very soon.

Yours sincerely,

X.Y.Z.

Write a letter to your friend requesting her to spend her spring holidays with you.

Examination Hall,

City A.B.C.

May. 18, 2023.

Dear Fahad,

You told that your school would close for spring holidays next week. I request you to spend your holidays with us. My parents will be glad to see you. The weather is very fine here. Please write when you will reach.

Yours sincerely,

X.Y.Z.

Write a letter to your father asking him about the health of your mother.

Examination Hall,

City A.B.C.

May. 18, 2023.

Dear father,

I have come to know that mother is ill. I am worried about her. She is already weak enough. I request you to get her checked by some specialist. Ask her to take her medicine regularly. Inform me her present condition by the return of post.

Your loving son,

X.Y.Z.

Write a letter to your brother about the importance of the study of science subjects.

Examination Hall,

City A.B.C.

May. 18, 2023.

Dear brother,

I am very glad to know of your brilliant success in the PEC Examination. Now you are in Class IX. I advise you to study science subjects because the progress in all the walks of life, you know, depends upon the knowledge of science. I wish you become a national hero as a scientist.

Yours affectionately,

X.Y.Z.

Write a letter to your mother who is worried about your health.

Examination Hall,

City A.B.C.

June. 16, 2022.

My dear mother,

Assalam-o-Alaikum! Your letter came to hand. I could not reply soon because I was ill. I did not attend school for four days. The school doctor gave me medicines. Now I am alright. You need not worry about me.

Your loving son,

X.Y.Z.

Write a letter to your friend congratulating her on her birthday.

Examination Hall,

City A.B.C.

June. 20, 2023.

Dear friend,

Assalam-o-Alaikum! I am very sorry that I cannot participate in your birthday ceremony because of my preparation for the send-up examination to be held tomorrow. Anyhow, I congratulate you on your birth. I have bought a special gift for you. I was going to send it to you by post but my father told me that you are coming to see us on 12th instant. So I decide to give it to you personally.

Yours sincerely,

X.Y.Z.



Write a letter to your brother advising him to take steps to improve his health.

Examination Hall,

City A.B.C.

June. 20, 2022.

Dear friend,

I am informed that you are always poring over books and do not care for health. It is not good. Health is wealth. A sound body has sound mind. Try to sleep and get up early. Go outside for morning walk and have light exercises. I hope you will pay heed to it.

Yours affectionately,

X.Y.Z.

Write a letter to your friend congratulating him on the marriage of his sister.

Examination Hall,

City A.B.C.

June. 20, 2016.

Dear friend,

I feel much pleasure to learn about the marriage ceremony of your sister. I congratulate you on this occasion. I am busy in my exams' preparation. I shall not be able to attend the ceremony. I hope you will not mind it.

Yours sincerely,

X.Y.Z.

Write a letter to your sister congratulating her on success in the examination.

Examination Hall,

City A.B.C.

June. 20, 2016.

Dear sister,

I am very glad to know of your good result. You have passed the PEC examination in high first division. I congratulate you on your brilliant success. I am sending you gift of a wrist watch.

Yours affectionately,

X.Y.Z.

Write a letter to your friend thanking for her hospitality during your visit to her house.

Examination Hall,

City A.B.C.

June. 10, 2016.

Dear friend,

I shall always remember your hospitality and trip to Murree you arranged for me. I am thankful to you and your parents for the kind treatment.

Yours sincerely,

X.Y.Z.

Write a letter to your sister thanking her for a gift.

Examination Hall,

City A.B.C.

June. 10, 2016.

Dear sister,

I have received the watch you send me. I am very thankful to you. It will help me in my examination. I shall use it with care. It will always remind me your love for me. I thank you once again.

Yours affectionately,

X.Y.Z.

Write a letter to your mother about the test you have just taken.

Examination Hall,

City A.B.C.

June. 10, 2016.

Dear mother,

I could not reply you earlier because I was preparing for test in English. It was held yesterday. I hope I will stand first in my class. I request you to pray for it.

Your loving son,

X.Y.Z.



Write a letter to your friend condoling the death of his mother.

Examination Hall,

City A.B.C.

June. 10, 2024.

Dear friend,

I am shocked to the sad news of your mother's death. She was kind to us all. It is a very great loss for your family. A mother is a great blessing. I advise you to face the misfortune with courage.

Yours sincerely,

X.Y.Z.

Write a letter to your father requesting him to send you some extra funds for payment of hostel dues.

Examination Hall,

City A.B.C.

March. 10, 2024.

Dear father,

You will be happy to know that I stood first in my class. I got 750 marks. I gave a party to my class fellows and teachers in this respect. I bought some books and note books. They have emptied my pocket. Now, I have run short of money. Please send me two thousand rupees for the payment of hostel dues.

Your loving son,

X.Y.Z.

