

Class 5 - Worksheet

Name -

Date -

Letter Writing

1. Write a letter to your cousin telling him about your summer vacation.

45 Teli Kheda, Mhow

Madhya Pradesh

12th June, 2022

Dear Shubham,

Hope you are doing well, I am very good here. I want to share the experience I had during our summer vacation. My finals exams were so stressful and I really needed this break. And I had so much fun in this vacation as I went to my grandparents' house which is on the hills of Manali. It was a week trip plan and the climate was so cold and snowy. This was my first experience of snow and I loved it. I also did ski and played with snow balls. After that I developed a hobby of reading and developed new stuff and taught myself some softwares. This was the best vacation I had after so long. I am eagerly waiting to see you soon.

Take Care!

Yours Lovingly,

Vikas Sharma

2. Write a letter to your friend to invite her in your birthday party.

Sector 3, Vasant Vihar

Delhi

23rd April, 2022

Dear Payal,

How are you? I hope you are good. I am well As well. You will be glad to know that this 29th June I will be turning 14 years old. And for this occasion, my house will be decorated nicely and all my friends and relatives are going to come. The party will start at 6 pm. And at 7 a.m. I will blow the candles and cut the beautiful birthday cake which my parents bought for me. My mother cooked really delicious food and sweets for dessert. I invite you in my birthday party. Your presence will give me more joy and pleasure.

With best regards to you

Yours Lovingly,

Sonal Shah

3. Write an application to your principal for fee concession.

23 Sanghi street

Bhopal

13th June, 2022

The Principal

I.P.S School

Vikram Nagar

Subject: Application for Fee Concession

Respected Madam,

My name is Sonal Verma. I am a student of class 5th from your school. I beg to state that my father's income is very low and he is the only source of income in our family. I shall be thankful if you could grant me fee concession, I am a very bright student in class and always comes first.

Kindly grant me full fee concession.

Yours obediently,

Sonal Verma

(Class, V-B)

4. Write an application to your teacher requesting him to grant you leave for your brother's marriage.

C-78, Regal Square

Indore

11th June, 2022

The Principal

N.D.P.S School

Kalini Nagar

Subject: Application for leave

Respected Sir,

My name is Vikas Shah. I am a student of class 5th from your school. I beg to state that my elder brother's marriage is on the 21st June, 2022. I have to join the marriage ceremony. So, it would not be possible for me to attend the school for six days, i.e. 17th to 22rd June 2022.

I request you to grant me leave for Six days. I shall be thankful to you.

Yours obediently,

Vikas Shah

(Class, V-A)