

Class 4 - Worksheet

Name -

Date –

Letter Writing

(I) Write a letter to your cousin to spend few days in your house during the summer vacation. (Informal)

(II) Write a letter to the Principal for improper facilities of drinking water. (Formal)

Answers

(I)

Ballygunge

Kolkata, 700019

May 14, 2022

Dear Manoj,

How are you? At first, I am sorry that I have not written any letter to you since last three months. I was helping my father in his business. I have heard about your results. You have scored really good. My parents became very happy when they came to know about it. I am writing this letter to invite you at our home in Alipurduar as your summer vacation will start soon. We will enjoy here together. I will show you the beautiful and historical places here.

I hope you will come here soon. I am eagerly waiting for your positive reply.

Your loving cousin

Debarshi

(II)

Surjanagar
Alipurduar Court
736122

The Principal
Stepping Stone Model School
Alipurduar
June 29, 2022

Sub: Improper facilities of drinking water

Respected Sir,

This is to inform you that I am writing this letter on the behalf of the students of our school who are suffering from drinking water problems. There is only one water cooler in our school and the water flowing out from it is not fit for drinking. So the students are facing serious water problems. We need some more water coolers and purified water for the sake of the students.

I request you to look into this matter and take necessary steps to provide students pure and clean drinking water.

Thanking you.

Debarshi Saha

4th A