



## INFORMAL LETTER – FORMAT (ICSE)

Flat No. 306, Orchid Apartments,  
Vikas Nagar Street,  
New Delhi - 112008.

- *Sender's Address with pin code, leave a line*

10th August, 2022.

- *Write the date, leave a line*

Dear Grandmother,

- *Salutation*

Introductory Paragraph

*(Talk about your last letter/conversation. After casual talks get to the matter at hand)*

Body Paragraph

*(Write a detailed description of the request/ask)*

Concluding Paragraph

*(Conclude the letter and also provide personal touches)*

Yours faithfully,

Garima Chaudhary

- *Name*

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