



INDO ENGLISH SCHOOL

INFORMAL LETTER FOR CLASS 2

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LETTER WRITING: IMPORTANT INSTRUCTIONS

1. Start every line from the **left hand margin**.
2. **Write the name of the city from where you are writing the letter.**
3. *(Leave a blank Line)*
4. Write the complete date in the correct way for example **(15th July, 2020)**
5. *(Leave a blank Line)*
6. Greet the person. Write: *Dear* _____
7. *(Leave a blank Line)*
8. Tell **what** you want to tell in **three lines** leaving a **blank line after each line**.
9. *(Leave one line)*
10. Write your first name only