Letter Writing Pack

Formal & Informal Letters

Templates, a scoring checklist and six ready-to-use sample letters for students in Classes 8, 9 and 10 (CBSE, ICSE and Cambridge).

1	**Blank formal letter template** Fill-in layout with every part labelled
2	**Blank informal letter template** Simpler layout for letters to friends and family
3	**Scoring checklist and common mistakes** Check your letter before you hand it in
4	**Six sample letters** Complaint, request, letter to the editor, sick leave, invitation, congratulations

How to use this pack

- Print pages 2-3 and practise filling in the templates until the order of the parts feels natural.
- Read the sample letters, then write your own on the same topic without looking.
- Use the checklist on page 4 to mark your own letter before showing it to a teacher.
- Always follow the word limit and instructions in your own question paper - they vary by board and class.

Want the full explanation? Read the complete guide at thepractiseground.in/blog/letter-writing-format-guide.

Formal Letter Template

For letters to a principal, an editor, an official or any person you do not know well. Number the parts as you write them.

1 SENDER'S ADDRESS

2 DATE

3 RECEIVER'S ADDRESS (designation, institution, city)

4 SUBJECT (one clear line)

5 SALUTATION (Dear Sir/Madam,)

6 BODY - Para 1: purpose | Para 2-3: details | Para 4: request

7 COMPLIMENTARY CLOSE (Yours faithfully,)

8 SIGNATURE (name + class)

Informal Letter Template

For letters to a friend or relative. No subject line, and the receiver's address is not written.

1 SENDER'S ADDRESS (optional)

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2 DATE

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3 SALUTATION (Dear ...,)

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4 BODY - warm opening | main news / message | closing wish

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5 COMPLIMENTARY CLOSE (Your friend, / With love,)

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6 SIGNATURE (first name)

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Remember: informal does not mean careless - keep spelling, punctuation and paragraphs neat.

Scoring Checklist

Tick each box before you hand in your letter. Most exams reward content, language and format (a typical split for a 10-mark letter is shown below; your board's marking scheme may differ).

Content (about 5-6 marks)

- ☐ Every point in the question is covered
- ☐ Opening paragraph states the purpose
- ☐ Details are specific, not vague
- ☐ Ends with a clear request or closing wish
- ☐ Stays within the word limit

Language (about 3-4 marks)

- ☐ Correct tone: formal OR informal, not mixed
- ☐ No spelling or grammar mistakes
- ☐ Sentences are short and clear
- ☐ Formal letters avoid contractions (don't, can't)

Format (about 1-2 marks)

- ☐ Sender's address and date are present
- ☐ Receiver's address (formal letters only)
- ☐ Subject line (formal letters only)
- ☐ Salutation matches the closing
- ☐ Proper closing and signature
- ☐ Neat paragraphs with a clear gap between them

Match the pair

Dear Sir/Madam, Yours faithfully,

Dear Mr. Silva, Yours sincerely,

Dear Layla, Your friend, / With love,

Common Mistakes to Avoid

- Using "Yours sincerely" after "Dear Sir/Madam" (use "Yours faithfully").
- Writing a subject line in an informal letter.
- Using slang or short forms in a formal letter.
- Forgetting the date or writing it inconsistently.
- Writing one long block instead of short paragraphs.
- Starting with "I am writing this letter to..." every time - vary your opening.
- Signing with the full name in an informal letter (a first name is enough).

Sample 1 | Formal

Complaint Letter

24 Lake View Road
London
12 March 2026

The Principal
Sunrise International School
London

Subject: Complaint regarding the poor quality of food in the school canteen

Dear Sir,

I am Amara Okafor, a student of Class 10-B. I am writing to bring to your notice the poor quality of food served in our school canteen over the past two weeks.

The wraps and sandwiches are often stale, and the drinking water near the counter is not clean. Last Friday, several students complained of stomach ache after lunch. The canteen staff also do not wear gloves or caps while serving.

I request you to kindly arrange an inspection of the canteen and ensure that fresh, hygienic food is served to students. A regular check by a teacher-in-charge would also help maintain the standard.

Thank you for your time and attention. I hope the matter will be resolved soon.

Yours faithfully,

Amara Okafor
Class 10-B

Body length: about 119 words.

Why this letter scores well

- Subject line names the exact problem, so the reader knows the purpose at a glance.
- Specific facts (stale food, unclean water, last Friday) make the complaint believable.
- The tone stays polite and ends with a clear, reasonable request.

Your turn

Write a letter to the Principal complaining about the irregular timings of the school bus.

Sample 2 | Formal

Request for Permission

Secretary, Student Council
Greenfield International School
Singapore
5 April 2026

The Principal
Greenfield International School
Singapore

Subject: Request for permission to organise an inter-class quiz competition

Dear Sir/Madam,

On behalf of the Student Council, I request your permission to organise an inter-class quiz competition on Friday, 25 April 2026, in the school auditorium.

The quiz will be open to students of Classes 8 to 10 and will cover general knowledge, science and current affairs. We expect about 120 students to take part. The event will run from 2:30 p.m. to 4:30 p.m., after school hours, so that no classes are disturbed.

We also request permission to use the auditorium sound system and to invite Ms. Elena Rossi, our English teacher, as the quiz master. The prizes will be funded from the Student Council fund.

We shall be grateful if you grant us permission. We assure you that the event will be conducted in an orderly manner.

Yours faithfully,

Mei Lin Tan
Secretary, Student Council

Body length: about 128 words.

Why this letter scores well

- Who, what, when and where appear in the very first paragraph.
- Practical details (timing, number of students, funding) show the plan is well thought out.
- 'Dear Sir/Madam' is paired with 'Yours faithfully' - always match the two.

Your turn

Write a letter to the Principal requesting permission to organise a tree-plantation drive in the school.

Sample 3 | Formal

Letter to the Editor

18 Rose Garden Road
Nairobi
20 April 2026

The Editor
The Daily Chronicle
Nairobi

Subject: Plastic waste in our city parks

Dear Sir/Madam,

Through the columns of your newspaper, I wish to draw the attention of the authorities to the growing problem of plastic waste in our city parks.

Every weekend, visitors leave behind plastic bottles, wrappers and carry bags on the grass and walking paths. There are too few dustbins, and the existing ones overflow and are rarely cleared. Birds and stray animals often eat this waste, which harms them.

I request the city council to place more dustbins, clean the parks more often and fine those who litter. Schools and resident associations can also hold awareness drives.

I hope this letter will encourage both citizens and officials to act at the earliest.

Yours faithfully,

Daniel Mwangi
Class 9-A

Body length: about 111 words.

Why this letter scores well

- Opens by stating the public issue - the standard way to begin a letter to the editor.
- Gives causes (too few dustbins) and effects (harm to animals), not just a complaint.
- Ends with practical suggestions for authorities and citizens.

Your turn

Write a letter to the Editor about the noise pollution near your school and suggest solutions.

Sample 4 | Formal

Application for Sick Leave

Class 8-C
Oakwood International School
Sydney
2 February 2026

The Principal
Oakwood International School
Sydney

Subject: Application for sick leave

Dear Sir,

I am a student of Class 8-C. I am writing to request leave for three days, from 4 to 6 February 2026, as I am suffering from viral fever.

My doctor has advised complete rest, and a medical certificate is attached with this application.

I shall make up for the lessons I miss by borrowing notes from my classmates and completing all homework after I return. I request you to kindly grant me leave for these days.

Thank you.

Yours faithfully,

Sofia Martinez
Class 8-C

Body length: about 79 words.

Why this letter scores well

- Gives the exact dates and the reason in the first paragraph.
- Mentions the medical certificate - evidence makes the request stronger.
- Promises to catch up on missed work, showing responsibility.

Your turn

Write an application to the Principal for two days' leave to attend your cousin's wedding.

Sample 5 | Informal

Invitation to a Friend

12 Palm Avenue
Dubai
10 May 2026

Dear Layla,

How are you? I hope you and your family are well. I was so happy to hear that your exams are finally over!

Our summer holidays begin next week, and I would love you to spend two weeks with us in Dubai. We can visit the aquarium and the science centre, go swimming every morning and stay up late chatting like we used to. My mother has already promised to make her special fruit pancakes.

Please ask your parents for permission and let me know your flight details. I will be waiting at the airport. I can't wait to see you!

Your loving friend,

Zara

Body length: about 101 words.

Why this letter scores well

- No subject line and no formal address block for the receiver - informal letters skip both.
- Warm, natural language (contractions are fine) with personal details.
- Ends with a clear next step: reply with flight details.

Your turn

Write a letter to a cousin inviting him or her to your school's Annual Day.

Sample 6 | Informal

Congratulating a Friend

7 Garden Street
Cape Town
14 January 2026

Dear Lucas,

Congratulations on winning the regional chess championship! I was thrilled to see your photograph in the newspaper this morning, and I could not stop smiling.

I know how many evenings you spent practising, even during exam season. This victory is the result of your hard work and patience, and you truly deserve it. Everyone in our class is very proud of you.

You must celebrate with a treat when you come back! Please convey my best wishes to your parents and your coach. I wish you the very best at the national level too.

Your friend,

Kofi

Body length: about 94 words.

Why this letter scores well

- Opens straight away with the congratulations - the reason for writing.
- Mentions specific effort (practice during exams) so the praise feels sincere.
- Closes with a wish for the future, keeping the tone cheerful.

Your turn

Write a letter to a friend congratulating him or her on winning a prize at the science exhibition.