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**SAMPLE LETTERS**

1. Write a letter to your father requesting him to buy you a cycle.

70, Shastri Nagar,

Bhiwani.

25th April 20XX

Dear Papa

You will be glad to know that I have secured 86 per cent marks in class V. Let me remind you of your promise that if I score good marks, you will get me a bicycle. Now the time has come. So, please do let me have a cycle in this summer vacation. It will save my precious time. I want to devote more and more time to my studies.

I look forward eagerly. I am very keen to have my very first bicycle.

Yours affectionately

YYY

2. Write a letter to your elder sister on her birthday. She is away from home preparing for medical entrance exam.

340, Sector,

10 Urban Estate,

Gurgaon.

16th July 20XX

Dear sister

Please accept my heartiest congratulations on the occasion of your coming birth¬day. This is for the first time that you won’t be with us on your birthday. However, I sincerely wish that you get admission in some good medical college. I know-how hard you have been working for it. Well, Didi, how do you plan to celebrate your birthday? I wish I were with you. I have bought a small present for you. I hope you will like it. With lots of best wishes and congratulations.

Yours affectionately

YYY

3. Write a letter to your uncle thanking him for the birthday present he had sent for you.

260, B Block,

Paschim Vihar,

New Delhi.

16 July 20XX

Dear Uncle

Thanks a lot for the lovely present you sent me on my birthday. When I opened the parcel containing your present, I was thrilled. The beautiful wrist watch you sent me was urgently needed by me. All of my friends have liked it very much. Its golden chain is really very attractive. As usual, you did not forget my birthday. I am really grateful to you for your care and affection.

With utmost love and regards to you and aunty, and a lot of thanks.

Yours affectionately

YYY.