**Informal letter /E-mail**

**Prepared by Md. Touhidur Rahman.(01729-810832)**

**Assistant English Teacher @ D.I.N.G.S unnayan secondary school**

**01)Marriage ceremony:**

Dear rana,

At first take my love. I hope you are keeping well by the grace of Allah. You will be glad to know that my sister's marriage ceremony will be held on 5th december. You are my best friend. So i am inviting you to come to the marriage ceremony. I will be very happy if you come to the marriage ceremony.

No more today. Convey my best regards to your parents and love to the youngers.

Your loving

Asif

**02) invite friend ton join a picnic :**

Dear rana

At first take my love i hope you are keeping well by the grace of Allah. You will be glad to know that we are going to a picnic to Cox’s Bazar on 5th november. You know that its a very nice place. You are my best friend. So i invite you to join the picnic. If you join the picnic i will be very happy. We can enjoy a lot.

No more today. Convey my best regards to your parents and love to the youngers.

Your loving

Rashed

**03) brilliant success**

Dear asif

At first take my love. I hope you are keeping well by the grace of Allah. I received your email/letter yesterday. I am very happy to know that you have got A+ in your final examination. Congratulation on your brilliant success. My parents are also happy for your result. I pray to Allah for your future success.

No more today. Convey my best regards to your parents and love to the youngers.

Your loving

Masum

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**04) aim in life**

Dear Mehrab.

At first take my love. I hope you are keeping well by the grace of Allah. I received your letter/email yesterday. You wanted to know about my aim in life. Now i am writing about my aim in life. My aim in life is to be a teacher. Because teaching is a noble profession. Everybody respects a teacher. A teacher can serve the nation. So i want to be so.

No more today. Convey my best regards to your parents and love to the youngers.

Your loving

Faisal

**05) preparation for annual exam:**

Dear mim,

At first take my love. I hope you are keeping well by the grace of Allah. I received your letter yeaterday.You wanted to know about my preparation for the annual/jsc/ssc examination. Now i am writing about it.You will be glad to know that i have taken a good preparation in every subject. I hope i will make a good result in the annual/jsc/ssc examination. Pray to Allah for my success.

No more today. Convey my best regards to your parents and love to the youngers.

Your loving

Khadiza

**06) invite to birthday party:**

Dear afsana,

At first take my love. I hope you are keeping well by the grace of Allah. You will be glad to know that my birthday party will be held on 5th december . You are my best friend. So i am inviting you to come to the birthday party. I will be very happy if you come to the birthday party.

No more today. Convey my best regards to your parents and love to the youngers.

Your loving

Asif

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**07) bad effect of smoking:**

Dear Arif,

At first take my love. I hope you are keeping well by the grace of Allah. I received your letter/email yesterday. I am very shocked to know that you are a smoker. Smoking is a very bad habit .It is very harmful for our health. It causes cancer and many other fatal diseases. So I advice you to give up smoking as soon as possible.

No more today. Convey my best regards to your parents.

Your loving

Asad

**08) Thanking for nice birthday gift**

Dear Kiron,

At first take my love. I hope you are keeping well by the grace of Allah. I am very happy for the gift you sent me on my birthday. Thanks you for your nice birthday gift. If you came to the party I would be very happy.

No more today. Convey my best regards to your parents and love to the youngers.

Your loving

Zerin

**09) prize giving ceremony**

Dear rasel,

At first take my love . I hope you are keeping well by the grace of Allah. I got your email/letter yesterday. You wanted to know about prize giving ceremony/sports day of your school. Now I am writing about it. Last Friday the prize giving ceremony/sports day of our school was held. We decorated the school very nicely. The chairman was the chief guest of the function. Our headmaster gave the prizes to the students. I got two prizes .

No more today. Convey my best regards to your parents and love to the youngers.

Your loving

Akram