



**FORMAN  
CHRISTIAN  
COLLEGE**  
(A CHARTERED UNIVERSITY)

**DEPARTMENT OF ENGLISH (COLLEGE)**

**English Grammar and Composition**

**Letters**

1. Letter to your younger brother advising him to pay attention to his studies and avoid bad company.

Examination Hall,  
(City) A.B.C.  
October 13, 2023.

Dear Brother,

I have just received your progress report from your college. I am shocked to see that you have miserably failed in English and Mathematics. Your attendance is also below 60%. It seems that you are neglecting your studies. You have definitely fallen in bad company. If this state of affairs continues, you will fail in your final examination. So, you should mend your ways before it is too late.

We have great expectations from you. But the company you keep nowadays disappoints all of us. You are oblivious of the fact that bad company and bad habits can ruin the life of a person. It is useless to cry over spilt milk. As a student, your duty is to study well and prove your worth in your examinations and co-curricular activities. This is an important time of your life. If this time is wasted, that loss can never be repaired. There is enough time for enjoyment in the future.

I would advise you to avoid your bad company and concentrate on your studies. That will surely make all of us happy. You will also be able to perform better in the next examinations. I hope you will not take my advice otherwise.  
Pay my regards to all at home.

Yours affectionately,  
X.Y.Z.

2. Letter to your father requesting him to increase your monthly allowance.

Examination Hall,  
(City) A.B.C.  
October 13, 2023.

Dear Father,

I hope this letter finds you in the best of your health and spirits. You might be waiting for my letter anxiously. I could not write to you earlier as I was busy with the send-up examination. You will be glad to know that I have fared well in almost all the papers. My teacher suggested me a few books on grammar to improve my English.

Dear father, I find it difficult to meet my expenses out of the money you send me monthly. You are already aware that the prices of things have gone up very high. The mess charges have increased. The stationery items are also very expensive. I also have to pay One thousand rupees to my tutor. Therefore, it has become impossible for me to meet all my necessary expenses with the usual allowance.

I request you to increase my monthly allowance by two thousand rupees. I know this increase is a burden on you, but my demand is also very genuine. Pay my regards to mother and love to my younger brother and sister.

Yours affectionately,  
X.Y.Z.

3. Letter to your friend describing your first impression of college life.

Examination Hall,  
(City) A.B.C.  
October 13, 2023.

Dear Asim,

I am very glad to receive your kind letter just today. You have asked me how I feel after joining college. It is quite a different and exciting experience for me. The college building is splendid and large. The classrooms are airy, spacious and clean. The teachers are regular and punctual with a good command over their subjects. I am taking my lectures with keenness and making notes. My college has a large playground where I play in my free time for the sake of exercise. The students can freely ask questions from teachers in classes. I feel free to move around, talk and discuss all sorts of matters with other students and teachers.

To my surprise, quite a few students miss their classes on purpose. Even when they are fined, they do not mind paying the fines. College life surely gives us a chance to prepare ourselves to face the problems and challenges of life successfully. It gives us confidence. It is our duty as students to learn our subjects well and develop a high moral character. Of Course college life which gives freedom to act but in a responsible way.

Pay my regards to your family.

Your loving friend,  
X.Y.Z.

4. Letter to your friend inviting him to attend the marriage of your brother / sister.

Examination Hall,  
(City) A.B.C.  
October 13, 2023.

Dear Ali,

Hope this letter finds you in good spirits. I am very excited to share the happy news of a great event taking place in my family. It's the news of my brother Akbar's marriage. It is scheduled on the 28th of this month. You know it's a long-awaited marriage. This wedding is going to bring joy and happiness to the whole family.

I am already busy with the preparations. A large number of guests are invited. I have also invited many of our old and common friends. We shall have a nice time together. Let's not miss this chance to get together. You know friends add charm to such happy and gleeful moments of life. We are keen to celebrate this occasion in a traditional manner. You will have ample time to enjoy the company of your friends.

I eagerly look forward to your arrival.

Yours sincerely,  
X.Y.Z.

5. Letter to your mother /father about your progress in studies.

Examination Hall,  
(City) A.B.C.  
October 13, 2023.

Dear Mother,

I received your letter in the morning. You have asked me about my progress in studies. I understand that you are concerned and very much anxious about my upcoming exams. You will be very happy to know that I have already gone through all my subjects. My preparation in Mathematics, Physics, Chemistry and Biology is fairly well. I had some problems in English. However, I have overcome them with the help of my English teacher. I am now solving the test papers with great confidence. I consult with my teachers whenever any problem arises. My English teacher is very happy and satisfied with my progress.

Now I have also started to work hard with a proper timetable so there is no need to worry about my studies. I give two hours daily to English to improve my vocabulary and grammar. I am taking help from my teachers and friends. My teachers hope that I shall win some distinction in the annual examination. I need your prayers for my success. Pay my regards to father and love to younger brother and sister.

Your loving son,  
X.Y.Z.

6. Letter to your younger brother/ sister suggesting some methods for improving English.

Examination Hall,  
(City) A.B.C.  
October 13, 2023.

Dear Brother,

I hope you are fine and enjoying good health. From the last letter that I received from mother; I came to know that you have failed your English midterm exam. It forced me to write to you as soon as possible to express my concern.

My dear, I am writing to suggest to you some of the methods to improve your English. First of all, consider it like any other language. It is not rocket science. You just need to learn the basics of it and start practicing it in reading, writing and speaking. I suggest you to buy a standardized English grammar book. It would help you in understanding the basic constituents of the language.

Secondly, try to maximize your reading scope and spend your pocket-money on buying books. Start reading English short stories. Reading will allow you to learn new words and understand the grammatical formation of the language.

Thirdly, whenever you read a new word, consult any reliable dictionary; always try to read meanings in English. After learning a new word, practice making correct sentences. Keep your focus on learning new words each day.

Reply to my letter after a week of receiving it and inform me about your progress. Pay my regards to all at home.

Yours affectionately,  
X.Y.Z.

7. Letter to your brother/ uncle/ friend thanking him for sending you a beautiful gift on your birthday.

Examination Hall,  
(City) A.B.C.  
October 13, 2023.

Dear Uncle,

I hope you Aunty, Ahmed and Fatima will be in the best of health. When I came back from school yesterday, my mother told me that there was a parcel for me from Karachi. The moment I saw the box, I was not only surprised but also overwhelmed with joy. Thank you so much for the gift! It is really nice of you to remember that during my last vacation with you, we had talked about how I was thinking of pursuing baking as a career. Uncle, I truly love the starters' kit for baking.

In a time when most of my friends' parents are pushing them to prepare for elite careers such as medicine and engineering, you have played an important role in helping me explain to my parents why I would like to choose a different career path. Not only have my parents supported my decision, but also promised to enroll me into baking classes after the exams. Now, I would like to tell you that I am also paying attention to my studies, and I aim to score well in the exams. Thank you once again for the gift! I hope I will learn something very soon and bake a cake for you when I come there next time. Pay my regards to all at home.

Yours affectionately,  
X.Y.Z.



8. Letter to your friend requesting him/her to lend you some books.

Examination Hall,  
(City) A.B.C.  
October 13, 2023.

Dear Ali,

I am hale and hearty with the grace of Almighty Allah and I hope the same for you. I am glad to know that you have done your F.Sc. with distinction. You have always been a shining student throughout your life. I have also taken my annual F.Sc. part 1 examination. Nowadays, I am living in my village and have no activity to undertake for the time being. I have become so accustomed to reading books that I find it hard to spend time without them. In the village, I have no reading material because there are no libraries.

I know you are so fond of reading. You have a fine collection of books on literature in your personal library. I also love books on literature and have a great collection of new books. It will be a pleasure to offer some of my best books to you if you are in a mood to read them. One of my friends has told me that you have recently bought two new novels i.e. 'Jane Eyre' and 'Emma'. I know that 'Jane Eyre' is one of the most celebrated novels in English literature.

The purpose of writing this letter is to request you to lend me 'Jane Eyre' and 'Emma' for a few days. You know that a good novel or a short story is my weakness. I promise that I will return the books as soon as I have read them. I hope you will not disappoint me.

Pay my regards to your family.

Yours sincerely,  
X.Y.Z.

9. Letter to your friend congratulating him/her on his/her success in his/her examination.

Examination Hall,  
(City) A.B.C.  
October 13, 2023.

Dear Ali,

Your last letter brought the happy news of your brilliant success in F.Sc. examination. It was really the reward of your persistent effort and prayers of your parents. I am extremely happy about it. Your extraordinary success is an outcome of your diligence, effort and precision. I still remember the hard work that you put in while preparing for the examination. Therefore, I extend my heartiest congratulations to you on this grand success. Your parents and other relatives must be feeling proud of you.

You have, definitely, set an example for your peers and younger ones. This success will open new possibilities and opportunities. You must feel sure and secure. You will use your talent for the benefit of our country and countrymen. You have inspired me a lot. No doubt, I would like to share your experience, which you have gained while preparing for the examination. My dear friend, success is earned and you have proved it. Congratulate your parents on my behalf.

Yours sincerely,  
X.Y.Z.

10. Letter to your friend telling him/ her about the profession you want to adopt.

Examination Hall,  
(City) A.B.C.  
October 13, 2023.

Dear Ali,

Thank you for writing a letter to me. I am glad to learn that you have also passed your F.Sc. Examination in the first division. Your choice of profession is appreciable. I understand that most of your family members are doctors so following their footsteps must be a right decision for you. However, I plan to opt for software engineering. You know, I have done so many courses in robotics and AI during these vacations. These courses have helped me in affirming my decision that my potential is cut out for software engineering.

I feel that the future of Artificial Intelligence is very bright. Soon, Robot teachers, pharmacists and Doctors will take over the fields. Everything around us is becoming so mechanical that we should be well acquainted with machinery. My parents are also very supportive of my decision. Even my father has promised that once I complete my degree with flying colors, he would finance my computer lab and provide me with all the support needed to establish my software business.

It doesn't matter that we are choosing different fields, I hope that we will stay in touch and be good friends forever to support each other. Pay my regards to all at home.

Yours sincerely,  
X.Y.Z.

11. Letter to your friend condoling on the death of his/her mother.

Examination Hall,  
(City) A.B.C.  
October 13, 2023.

Dear Ahmed,

I just heard the heartbreaking news of your mother's death in an accident. I was shocked for a moment. I could not believe the news until I confirmed it from Rehan. I am really sorry for the loss you have to bear, but we all have to bow before the will of God.

She was really a nice lady. She always welcomed me in your home. I still remember her nice treatment with me during my stay at your home. She was polite and social. She was a God-fearing and generous lady. We all are going to miss her so much.

My friend, please bear this pain and trial with patience. Do not lose heart. May her soul rest in peace. I pray to God to give you courage and strength. You must be feeling lonely, I will be coming to you soon. Pay my condolence to your family.

Yours sincerely,  
X.Y.Z.

12. Letter to your father about your health and studies.

Examination Hall,  
(City) A.B.C.  
October 13, 2023.

Dear Father,

I am quite well and hope the same for you. I understand that you are concerned for my health and studies. I must agree that living in a hostel is not an easy job because now I am solely responsible for myself. In the last few days, I had diarrhea because I was dining out most of the time. But now the warden has restricted us and we all have to eat lunch and dinner from the mess. Thankfully they have improved the standard of cooking, but I still miss Mama's dishes.

Father, I know that I have not been able to perform well in the last monthly tests because of my diarrhea and bad eating habits. Don't worry, I feel that my health is improving. I am focusing on my studies now and I hope to show better performance this time. I have recently appeared in test of Mathematics and I hope that I will score full marks in it. I will share the results with you as soon as I receive them. I have also started daily English reading that is helping me in improving my vocabulary.

I have already started preparing for Pre-boards and I hope that I will not disappoint you and Mama.

Please convey my best compliments to her and love to Pinki and Ali

Yours affectionately,  
X.Y.Z.

13. Write a letter to your father explaining the causes of failure in the sendup examination.

Examination Hall,  
(City) A. B. C.  
March 23, 2023.

Dear Father,

I hope this letter finds you in the best of health. I know that you are annoyed with me for not performing well in the sendup examinations. I understand that such a result cannot be justified through any excuses but I want to bring it into your knowledge that it was not easy for me to stay in a hostel without a family. I have been homesick, I could neither focus on my studies nor on my health. I got so upset that I even stopped attending lectures and communicating with my fellows. Meanwhile, sendups came and I was unable to perform well.

However, I am fortunate that my teachers took immediate notice of my poor performance. They discussed my problems with me. Even they provided me with a few counseling sessions. They informed the warden of my condition who further helped me in making friends and feeling at home in the hostel. My friends have been very supportive and they have guided me regarding the lessons I had missed. Now I feel that I am blessed and well prepared for my exams. I am hopeful that I will score good marks in the pre boards.

Pay my regards to all at home.

Yours affectionately,  
X.Y.Z.