

FORMAL LETTER FORMAT (Box Layout)

 Copy

Sender's Address
[Your address here]
Date: DD/MM/YYYY

To,
The [Receiver's Designation]
[Name of School/Office]
[Address]

Subject: [Write the subject of the letter]

Respected Sir/Madam,

[Write the body of the letter in 4–5 simple sentences]
Explain clearly what you are writing about

Kindly look into the matter and take necessary action.

Thank you.

Yours obediently,
[Your Name]
[Your Class and Roll No.]

Formal Letter

Application for leave to attend a family function

32, Tulsi Nagar,
Mumbai – 400089
Date: 04/08/2025

To,
The Principal,
PKIS Chakan ,
Pune

Subject: Application for leave to attend a family function

Respected Madam,

I have to attend a family wedding on 5th August. Kindly grant me leave for one day so I can attend the function with my family.

Thank you.

Yours obediently,
Students Name
Class 5A, Roll No. 15

Example 2. Request to Organize a Cleanliness Drive

78, Shanti Nagar,
Pune – 411038
Date: 04/08/2025

To,
The Principal,
PKIS Chakan ,
Pune

Subject: Request to organize a cleanliness drive

Respected Sir/Ma'am,

I request you to organize a cleanliness drive in our school campus. It will help us keep our surroundings clean and teach students good habits.


Thank you.

Yours obediently,

Students name

Class 5A, Roll No. 10

ESSAY WRITING FORMAT

 Title: [Write the name of the essay in the center]

- ◆ Introduction (2-3 lines):

- Start with a general idea about the topic.
- Give a small background or reason why it is important.

- ◆ Body (4-5 lines):

- Write 2–3 main points with details or examples.
- Use simple, clear sentences.

- ◆ Conclusion (2-3 lines):

- End with a summary or your thoughts/feelings about the topic.

Sample Essays with Answers

1. My School

My school name is Vidya Mandir Public School. It is one of the best schools in my city. There are many classrooms, a library, a computer lab, and a big playground. The teachers are kind and helpful. They teach us many subjects and also good manners. We have morning assembly every day. I love playing with my friends in the school. My school is clean and beautiful. I am proud to be a student of this school.

Tips for Good Paragraph Writing

- Keep it short: 5–7 sentences.
 - Use simple vocabulary and correct punctuation.
 - Start each sentence with a capital letter.
 - Maintain logical order.
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Examples of Paragraphs with Answers

1. My Best Friend

My best friend is Anaya. She studies in my class and sits next to me. She is kind, honest, and helpful. We play and study together every day. I like her because she is always there for me.

2. My School

I study at Sunrise Public School. It is a big school with many classrooms and a library. My teachers are very kind and teach us well. We also have a playground where we play games. I love going to school every day.

3. A Visit to the Zoo

Last Sunday, I visited the zoo with my family. We saw many animals like lions, tigers, elephants, and monkeys. I enjoyed watching the peacocks dance. The zoo was clean and green. It was a fun and educational trip.

4. My Favourite Festival

My favourite festival is Diwali. It is the festival of lights. I decorate my house with lamps and candles. We wear new clothes, eat sweets, and burst crackers. I enjoy Diwali a lot with my family.

5. A Rainy Day

One day, it rained heavily in our city. The sky was full of dark clouds. I wore my raincoat and carried an umbrella. The roads were full of water, and we had fun playing in the rain. I love rainy days.
