

Letter to your father requesting him to send you some extra funds



16, Crescent Hostel, Gulberg, Lahore.

March 15, 2017

Dear Father,

I have been planning to write you for many days but could not find time to do so. My exams are drawing near and I am busy preparing for them. I have already revised my course. You need not worry about my studies.

The only problem that I face these days is that I have run short of money as I bought some books which has upset my budget. I shall be very grateful if you send me at least ten thousand rupees to pay my hostel dues and to meet my other needs.

Yours affectionately,

Anas Ali

Letter to your mother who is worried about your health.



2, Old Hostel, Lahore.

March 23, 2017

Dear Mother,

I received your letter yesterday. I am glad to know that you are fine. I was running a fever due to bad throat. But it was a temporary ailment. I have recovered now.

You need not worry about my health. I am perfectly all right. I am taking good care of my diet and exercise regularly. I hope that after these assurances you will stop worrying about me.

Pay my regards to all at home.

Yours affectionately,

Naveed Ahmad

Letter to your father asking him about the health of your mother.



2, Old Hostel, Lahore.

January 25, 2017

Dear Father,

From Ali's letter I have come to know that mother is suffering from high blood pressure. I am really worried about her. I hope that she is taking precautionary measures to bring it to normal. Please ask her to take her medicine regularly and also inform me about her present condition as early as possible.

Anxiously waiting for your reply,

Yours affectionately,

Nadeem

Letter to your sister congratulating her on her success in the exams.

15 — C Wahdat Colony,
Lahore.

March 28, 2017

Dear Najma,

Your letter brought the happy news of your excellent result in the final examination of class 9. I am very happy to learn that you have stood first in your-class and maintained your position. I am very proud of you. You have always been a hard working student and I hope you will work even harder next year as the competition will be quite hard.

Accept my heartiest congratulations on your success. Pay my compliments to Naila and other friends.

Yours affectionately,

Afshan



Letter to your mother about the test you have just taken.



92, Boys Hostel, Gulberg, Lahore.

February 06, 2017

Dear Mother,

I am sorry, I did not write you earlier as I was busy preparing for my test of physics. It was held yesterday. My performance in the test is satisfactory. I hope to get full marks in it. I attempted eleven questions. The answer to one question was wrong. But it was an extra question. I hope that you are satisfied with my explanation now. Pay my regards to everyone at home.

Yours affectionately,

Khalid Ahmad

Letter to your friend requesting him to lend you some books.



4, Sanda Road, Lahore.

April 2, 2017

Dear Tahir,

My examination is over and I haven't much to do these days. I am thinking of improving my English. You talked once about your fine collection of English novels and plays. I want to borrow a few novels from you. I hope that you will not refuse. I assure you that I shall take care of your books. I shall try to return these books as early as possible.

Pay my compliments to your parents.

Yours sincerely,

Arif Munir

Letter to your friend congratulating him on the marriage of his sister.



24 - Usman Block, Garden Town. Lahore.

March 06, 2017

Dear Rizwan,

I am very pleased to learn about the marriage ceremony of your sister, accept my heartiest congratulation on this occasion.

I have received your invitation card but I do not think I will be able to attend the ceremony as I will be busy in my exams. I really feel sorry that.

Convey my congratulations and best wishes to all the members of your family.

Yours sincerely,

Adnan

Letter to your friend congratulating him on the marriage of his sister.



13 -C, GOR-III, Lahore.

February 6, 2017

Dear Sadia,

You know that our spring holidays are approaching. I would like you to spend these holidays with me. In your last letter you promised to come to me during these holidays. Now it is time to fulfill your promise.

We shall visit our common friends and do some shopping. Inform me as early as possible about the exact date of your arrival so that I may make further arrangements accordingly.

With love,

Yours sincerely,

Shazia

Letter to your brother about the importance of the study of science subjects.



10-JailRoad,
March 01, 2017

Dear Asif,

I hope this letter finds you in the best of health and spirits. You have now been promoted to class nine. It is time for you to decide whether you would like to study humanities or science subjects. The world has progressed very much in the field of-science. If we want to keep pace with it, we must keep our knowledge of science up-to-date. Everyone should know the basics of science so I would advise you to study science at least up to matriculation level.

Convey my salaam to your friends.

Yours affectionately,

Adnan Bashir

Letter to your friend thanking her for the hospitality during your visit to her house.



793, Ran Block, Iqbal Town, Lahore.

April 15.2017

Dear Saba,

I reached home last Sunday. I had a comfortable journey and reached home safe. I spent very good time with you. I enjoyed your company. I shall never forget the taste Biryani and Korma you cooked one day. I must thank you for the trip to Murree that you specially arranged for me. I will miss you very much. Convey my thanks to aunt and uncle for their kindness and love. They really made me feel at home.

With love,

Yours sincerely,

Afshan

Letter to your friend congratulating her on her birthday.



793, Ran Block, Iqbal Town, Lahore.

April 15.2017

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With love,

Yours sincerely,

Afshan

Letter to your friend congratulating her on her birthday.



1 8-Tariq Block, Garden Town, Lahore.

January 29, 2017

Dear Iram,

I am specially writing this letter to congratulate you on your birthday. I owe you a gift and you will get it when you come to Lahore. I was going to send it to you by post but then I was informed that you plan to come to Lahore. So I decided to give it to you personally. I am waiting for you.

Convey my respects to aunt and uncle.

Wishing you the best,

Yours sincerely,

Samina