



CLASS 7 ENGLISH · 2026-27

Formal and informal letters

Writing

22

QUESTIONS

30

MINUTES

3

EXERCISES

This belongs to _____ Date _____

WHAT YOU'LL GET GOOD AT

- Chooses the right format for a given purpose
- Uses the correct salutation and closing for each register
- Writes a subject line that states the purpose in one line
- Writes a complete formal letter with every required part in place

Take your time, and have a go at every one. If you get stuck, look at the orange box — Ollie has already done one for you.

Formal and informal letters

Writing · 22 questions · tick each box as you finish

Exercise 1 of 3 · 11 questions Formal or informal? And which closing would you use?



WRITE THE ANSWER

HERE'S ONE DONE FOR YOU

A letter to the principal is formal, closing 'Yours sincerely' with your full name and class. The test is not how well you know the person - it is the role you are writing to. You may have known the principal for six years and the letter is still formal, because you are writing to a principal rather than to a person you know.

1) A letter to your friend inviting her to your birthday

2) A letter to the principal asking for three days' leave

3) A letter to the editor of a newspaper about waterlogging in your street

4) A letter to your cousin thanking him for a gift

5) A letter to a shop complaining about a damaged item

6) A letter to your uncle telling him about your exam results

7) A letter to the municipal officer about a broken street light

8) A letter to your grandmother thanking her for a visit

9) A letter to a bank manager about a lost passbook

10) A letter to your class teacher requesting a change of section

11) A letter to a pen friend in another country

Exercise 2 of 3 · 10 questions Each line is wrong for a formal letter. Say why, and correct it. ☐

WRITE THE ANSWER

HERE'S ONE DONE FOR YOU

'Hi Sir, how are you?' - two problems in five words. 'Hi' is the wrong register, and asking after someone's health belongs in a letter to a friend. A formal letter opens with 'Respected Sir/Madam' and goes straight to the point. These are format marks, which means they are lost before the examiner has read a word of what you actually wanted to say.

1) Opening a leave application with: 'Hi Sir, how are you?'

2) Signing a formal letter: 'Yours lovingly, Aarav'

3) A leave application with no subject line

4) 'Plz sanction my leave for 2 days.'

5) A letter to the editor with no address and no date

6) Ending a complaint letter with: 'Bye, see you soon.'

7) Beginning a letter to the editor with: 'Dear Editor buddy,'

8) Writing a formal letter entirely in capital letters

9) A leave application that does not say how many days are needed

10) Using 'u' and 'ur' in a letter to a bank manager

Exercise 3 of 3 · 1 questions Write the letter in full. A model answer is given. ☐

WRITE THE ANSWER

HERE'S ONE DONE FOR YOU

The model letter is three short paragraphs: who I am and why I need leave, the request itself, and what I will do about the missed work. That third paragraph is optional and almost always worth writing - it is the one that reads as responsible rather than as merely absent. Your child's letter should differ in the details and match this in the shape.

1) Write an application to your principal asking for two days' leave to attend your sister's wedding.

**All done? How did that feel?**

Colour in a star. Three stars means you could teach it to someone else.



Tricky · Getting there · Easy now



Answer key

For grown-ups

Formal and informal letters · keep this page back until your child has finished.

1. Formal or informal? And which closing would you use?

- 1) Informal. Close with 'Yours lovingly' or 'Your loving friend', then your first name.
- 2) Formal. Close with 'Yours sincerely' or 'Yours faithfully', then your full name and class.
- 3) Formal. Close with 'Yours faithfully' or 'Yours truly', then your full name.
- 4) Informal. Close with 'Yours affectionately', then your first name.
- 5) Formal. Close with 'Yours faithfully', then your full name.
- 6) Informal. Close with 'Yours affectionately' or 'With love', then your name.
- 7) Formal. Close with 'Yours faithfully', then your full name.
- 8) Informal. Close with 'With love' or 'Yours affectionately', then your name.
- 9) Formal. Close with 'Yours faithfully', then your full name.
- 10) Formal. Close with 'Yours obediently' or 'Yours sincerely', then your name and class.
- 11) Informal. Close with 'Yours sincerely' or 'Your friend', then your name.

2. Each line is wrong for a formal letter. Say why, and correct it.

- 1) The register is wrong and the enquiry is out of place. A formal letter opens 'Respected Sir/Madam' and goes straight to the purpose.
- 2) 'Yours lovingly' belongs in a letter to family. Write 'Yours sincerely' or 'Yours faithfully', followed by your full name.
- 3) A formal letter must state its purpose in one line before the body - 'Subject: Application for three days' leave'.
- 4) Abbreviations and text spellings are not used in a formal letter. Write 'I request you to kindly grant me leave for two days.'
- 5) A formal letter carries the sender's address and the date at the top, and the receiver's designation and address below them.
- 6) Too casual for a complaint. Close with 'Yours faithfully' followed by your full name.
- 7) A stranger in an official role is not a friend. Address them as 'Sir' or 'Madam'.
- 8) Capitals throughout read as shouting and are hard to follow. Use ordinary sentence case.
- 9) Leave has to be for a stated period. Say exactly which dates, or the request cannot be granted.
- 10) Text abbreviations have no place in a formal letter. Write 'you' and 'your' in full.

3. Write the letter in full. A model answer is given.

1) 24, Nehru Road
Bengaluru 560001

20 July 2026

The Principal
Sunrise Public School
Bengaluru 560001

Subject: Application for two days' leave

Respected Sir,

I am a student of Class 7-B. My elder sister's wedding is to be held on 23 and 24 July, and the whole family will be travelling to Mysuru for the ceremony. I shall therefore be unable to attend school on both days.

I request you to kindly grant me leave for these two days. I will collect the work covered in class from my classmates and complete it before I return.

Thank you.

Yours sincerely,
Ananya Rao
Class 7-B

WHILE YOUR CHILD WORKS

- Format marks come before content marks. Address, date, subject line, salutation and closing are the five to check first.
- The commonest error is register - a friendly opening on a formal letter. Ask 'who am I writing to in this letter?' rather than 'do I know them?'
- No abbreviations, ever, in a formal letter. 'Plz' and '2 days' cost marks that the content had already earned.

**Spotted a gap while marking?**

A free assessment is one live class with a matched teacher - no card, nothing to cancel. Afterwards you get an honest note on what they noticed.

Book a free assessment - scholur.com/contact