

## Letter Format

There are 5 parts in a letter. They are:

1. Heading
2. Greeting
3. body
4. Closing
5. Signature

A letter must include these parts. Now, Look at the letter below that includes all the parts of a letter.

**# Suppose, you are Masud/Masuda. Your friend wants to know about your hometown. Now, write a letter to your friend about your hometown.**

22 April, 2020

Mirpur-1, Dhaka-1216

**Heading/Address**

Dear Suman,

I got your letter yesterday. In your letter you wanted to know about my home town. Here is a short description of it.

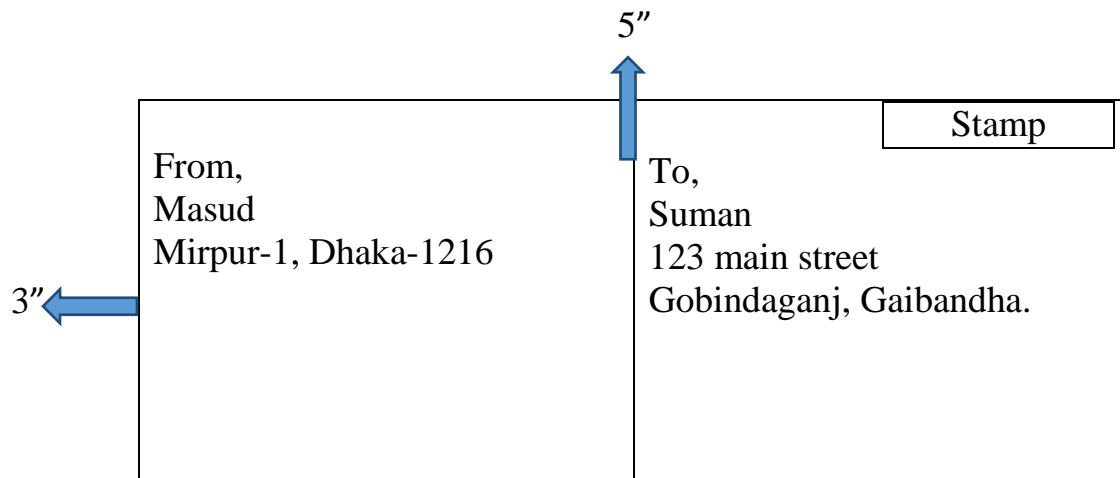
The name of my home town is Kishoregonj. It is a district town. It is only 145 kilometers north-east of Dhaka. There are many important places in and around this town. They are: Solakia Eid ground; the largest Eid fairground of Bangladesh, Pagla Mosque, fort of Isah Khan etc. It is also famous for great personalities like Syed Nazrul Islam, the first acting president of Bangladesh. Sukumar Roy and the great master of painting, Zainul Abedin. I am inviting you to come over to my village and spend a few days with me.

No more today. Give my regards to your parents.

Your loving friend,

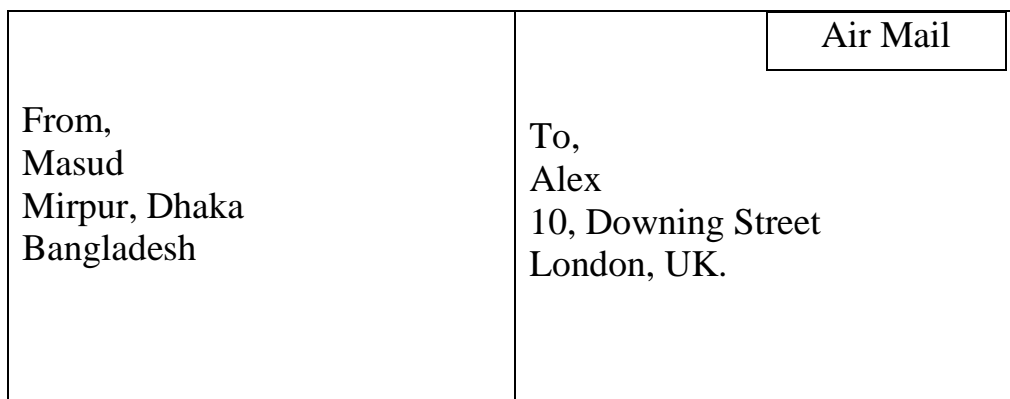
Masud

**Body**



**[Note: The size of the stamp should be 5"/3".]**

**[\*Note: When you will write letter to a person who lives in abroad, then you have to write "Air Mail" instead of "Stamp".]**



### **Exercise**

1. Write a letter to your friend about your food habit.

2. Suppose, you are Sumon/Sumona. You have visited your grandparents' house recently. Now, write a letter to friend about your visit.
3. Imagine, you are Mahin. Your Friend is Shaon. Your friend wants to do well in the examination. Now, write a letter to your friend advising what he/she will need to do to get good result in the exam.
4. Write a letter to your friend describing your leisure activities.
5. Imagine you are Tahsin/ Tania. Tou live in Bangladesh. Your friend Alex Lives in London in the United Kingdom. Now, write a letter to your friend about tourist spots in Bangladesh.
6. Write a letter to your friend about your aim in life.
7. Write a letter to your friend inviting him to spend the summer vacation at your place in a village.
8. Imagine, you are Sumon/Sumona. You have been suffering from fever and flue for last few days. Now, write a letter to your friend about your illness.
9. Write a letter to your friend about your pet.
10. Write a letter to your friend about your family.
11. Write a letter to your friend about an interesting story you have recently read.
12. Write a letter to your friend about the sports day of your school.
13. Write a letter to your friend about your hobby.
14. Write a letter to your cousin about your preparation for PEC examination.
15. Suppose, you are Tonu/Tonoy. Your grandma lives in a village. Now, write a letter to your grandma about your daily routine.
16. Write a letter to your friend about the importance of reading newspaper.
17. Write a letter to your friend on how you have celebrated your Pahela Baishakh.
18. Write a letter to your friend about your favourite person.
19. Write a letter to your friend about your last birthday celebration.
20. Write a letter to your friend about your favourite subject.