

**Question # 6:- write a letter OR write a story moral type.**

(Marks 8)

کنزور سٹوڈنٹ کے لیے بہت اچھا لیٹر فارمیٹ۔ یہ مٹی لیٹر ایک ہی دفعہ یاد کرنا ہے اور نیچے دئے گئے لیٹر کا جواب دی گئی لائن پر لکھنا ہے۔ یہ مٹی لیٹر بہت امپورٹنٹ ہے۔ اگر کسی سٹوڈنٹ نے پہلے لیٹر نہیں یاد کیا تو لیٹر یہاں سے یاد کریں۔ اچھے نمبر حاصل کرنے کے لیے بک سے لیٹر یاد کریں۔

### **A Multi-Topic Letter**

Examination Hall,  
(City) A.B.C.  
April 16, 2023.

My dear \_\_\_\_\_.

Yesterday I received your letter. I had been waiting for it many days. Through this letter I came to know many things. I hope you will be healthy and satisfy with your life. One should thank Allah Almighty for his countless blessings

\_\_\_\_\_.

As you have asked me about my routine. I have the same routine. I offer my prayer early in the morning. Then after breakfast I go to school. I am eagerly waiting for your reply.

yours sincerely / affectionately,  
X.Y.Z

#### **1. Write a letter to your mother who is worried about your health.**

Ans: I could not reply soon because I was ill. I had bad cold. I did not attend my school for four days. Now I am all right. You need not worry about me.

#### **2. Write a letter to your father asking him about the health of your mother.**

Ans: I have come to know that mother is suffering from high fever. I am worried about her. She is already weak enough. I request you to get her checked by some specialist. Inform me about her present condition by return of post.

#### **3. Write a letter to your brother about the importance of the study of science subjects.**

Ans: I advise you to study science subjects because you know the world has progressed very much in all the walks of the life. You know depends upon the knowledge of science, miracles of science are seen everywhere.

#### **4. Write a letter to your friend congratulating her on her birthday.**

Ans: I am very sorry that I am not participating your birthday ceremony because of my preparation for the send-up examination to be held at tomorrow. Anyhow, I congratulate you on your birthday. I have bought a special gift for you. I was going to sent it to you by post.

**5. Write a letter to your friend requesting her to spend her spring holidays with you.**

Ans: you told that your school would close for spring holidays next week. I request you to spend your holidays with us. We shall have a good time my parents will be glad to see you. Please write when you will reach.

**6. Write a letter to your friend requesting him to lend some books.**

Ans: you once told me that you have a collection of books on Islamiyat. My examination is over. I want to study the history of Islam. Lend me some books.

**7. Write a letter to your friend thanking for her hospitality during your visit to her house.**

Ans: I spend a good time with you. I shall always remember hospitality trip to Murree you arranged for me. I am thankful to you and your parents for the kind treatment.

**8. Write a letter to your sister thanking her for a gift.**

Ans: I have also received the watch you sent to me. I am very thankful to you. It is very beautiful. It keeps correct time. It will help me in my examination. I once again thankful for this gift.

**9. Write a letter to your sister congratulating her on her success in the exams.**

Ans: I am glad to know that you get first division in the exams. I congratulate you on your brilliant success. May you succeed in every sphere of life.

**10. Write a letter to your mother about the test you have taken**

Ans: I am sorry for not writing you earlier. The fact is that I was preparing for my test in Physics. It was taken yesterday. I did my paper very well. I hope I will stand first in my class.

**11. Write a letter to your father requesting him to send some extra funds for payment of hostel dues.**

Ans: I am concentrating my entire attention to my studies. Work in our school is in full swing. The only problems I face is that I have run short of money. I have to pay my hostel dues. Kindly send me Rs. 2000/-.

**12. Write a letter to your friend congratulating him on the marriage of his sister.**

Ans: I am pleased to learn about the marriage ceremony of your sister. Accept my heartiest congratulations on this happy occasion. I am sorry I could not participate in this marriage ceremony because I was busy in my exams.

**13. Write a letter to your friend condoling the death on his mother.**

Ans: I have just received the news of your mother's sudden death. It is a great loss only for you but also for your whole family. But the laws of nature are absolute. All my sympathies are with you. Have patience and bear this loss manfully. May Allah shower his blessings upon her.

**14. Write a letter to your brother advising him to take steps to improve his health.**

Ans: I have come to know that you are working very hard. You study till late at night. You have grown weak due to over-work. I advise you to take care of your health. Take proper food and take part in other healthy activities.

**15. Write a letter to your friend thanking him for the books he lent you.**

Ans: I received the books you lent me yesterday. I am thankful to you for this kindness. You have always been very sincere to me.