

Informal Letter Format

Flat 302, Orchid Residency
MG Road, Bengaluru – 560001

17th May 2025

Dear Arjun,

I hope you're doing well. I really missed you at my birthday party last week. It was a fun celebration, but it would've been even better if you had been there!

We had the party at home and invited some close friends and family. The living room was decorated with balloons, lights, and a banner that read "Happy Birthday!" There were games, music, and lots of dancing. I also got some amazing gifts—my favorite was a smartwatch from Mom and Dad.

The cake was chocolate, just like every year! Everyone loved it. I saved a piece for you, but of course, it's gone now! I'll definitely send you pictures of the party. Maybe next year, you can come and celebrate with us.

I really missed hanging out with you. Let's talk soon. Take care and keep in touch!

With lots of love,
Nikhil

