

## Class 9 – Easy English Notes

### ALL LETTERS (FULL BOOK)

ذیل میں تمام خطوط کی جگہ ایک ہی خط دے دیا گیا ہے جس کو "ماسٹر خط" کا نام دیا گیا ہے۔ اگر آپ اس خط کو تیار کر لیتے ہیں تو آپ صرف اس کے ذیل میں دیئے گئے جملے شامل کر کے اپنی مرضی کا خط حاصل کر سکتے ہیں۔ مذید سوالات کے لیے سر گمیں سے رابطہ کر سکتے ہیں۔

#### Master Letter

Examination Hall,  
City A.B.C.  
January 1, 2026

My dear (Mother / Father / Brother / Sister / Friend),

I hope you are well. I am also fine here by the grace of Allah. I am writing this letter (to inform you / to congratulate you / to thank you / to make a request / to express my feelings).

یہاں ذیل میں دی گئی لائنیں خط کے مطابق شامل کریں

Convey my regards to (all at home / your parents). Waiting for your kind reply.

Yours (lovingly / sincerely),  
Your loving (son / brother / friend)

X.Y.Z

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#### 1. To mother who is worried about your health

Please do not worry about my health. I am feeling much better now and taking proper food and rest.

#### 2. To father asking about mother's health

Kindly tell me about the health of dear mother. I am worried about her and pray for her early recovery.

#### 3. To sister congratulating her on success

I congratulate you on your brilliant success in the examination. Your hard work has really paid off.

#### 4. To mother about the test you have taken

I have just taken my test and it went very well. I hope to get good marks in it.

#### 5. To father requesting extra funds

Kindly send me some extra money for the payment of my hostel dues. I shall be very thankful to you.

#### 6. To brother about importance of science subjects

Science subjects are very important in modern life. They help in getting good careers and progress.

### **7. To friend congratulating her on birthday**

I congratulate you on your birthday and pray for your long life, good health, and success.

### **8. To friend requesting spring holidays**

I request you to spend the coming spring holidays with me so that we may enjoy them together.

### **9. To friend congratulating on sister's marriage**

Please accept my heartfelt congratulations on your sister's marriage. May Allah bless the couple.

### **10. To friend requesting books**

I request you to lend me your books for a few days as I need them for my examination preparation.

### **11. Thanking friend for hospitality**

I am very thankful to you for your kind hospitality during my stay at your house.

### **12. Condoling death of friend's mother**

I am deeply sorry to hear about the death of your mother. May Allah grant her a high place in Jannah.

### **13. Advising brother to improve health**

You should take proper food, exercise daily, and avoid junk food to improve your health.

### **14. Thanking sister for a gift**

I am very thankful to you for the lovely gift. I liked it very much.

### **15. Thanking friend for books**

Thank you for lending me the books. They helped me a lot in my studies.

### **16. To bookseller requesting books (V.P.P)**

Kindly send me the following books at my address through V.P.P. I shall pay the charges on delivery.