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|  | **Condolence Letters (informal)** |
| 1. | Condolence to a friend who has lost his father |
|  | Dear Yogi,  I am grieved to hear the sad news about the death of your respected father. I just can’t tell how sorry and sad I am. Your father has always lived a rich life. He will be remembered by all with whom he was associated as a lively and helpful man  The loss is no doubt great and irrecoverable, but you have to bear it with great courage and patience and more so when you are the head of the family.  May his soul rest in peace his soul in heaven.  If there is anything I can do for you, please write without hesitation.  Yours sincerely  Vidya. |
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| 2 | **On loss of a relative** |
|  | Dear Poornima, |
|  | We were greatly upset this morning at seeing the announcement of your sister’s death in the newspaper. We had no idea that the accident about which we read was about her. We feel most deeply for you and your parents in these sad circumstances.  Accept our deepest and heartfelt sympathy .Your sister had so many friends and was close to us too. So we feel that we too have lost a great friend. My brother and sister sympathize very deeply with you and pray god gives you the strength to bear this unexpected and terrible loss.  If there is anything I can do for you, please write without hesitation.  Yours sincerely,  Priyanka |
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|  | **Invitation Letters (informal)**  Invitation to a picnic  My Dear Shalini  Our classmates \_\_\_\_\_\_\_\_\_\_\_,\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ and \_\_\_\_\_\_\_\_\_\_\_\_\_ are planning to visit Gujarat for a week from Mumbai. They will arrive next Saturday. On sunday, we are planning a one day picnic to Sasan Gir. We hope you can come too. If you know any of our class mates bring them too.  We plan to start very early in the morning so it would be better if you come a day earlier and don’t worry about any thing. But do try to come.  Yours |
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|  | **Encouragement and best wishes letters (informal)** |
| 1 | Encouraging and wishing best of luck to a 10th Std student.  Dear Anand,  I am happy to hear that you have taken up your board studies seriously. This is your crucial year. Your path in life will be decided by the amount of hard work you put in. Don’t feel let down by anything. I am sure you will make it big in this exam. You have the potential and strength to Prove your abilities. I wish you all the best to perform to the maximum and come out with flying colours. God bless do well.  Your loving uncle,  Shyam |
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First of all, **you should write and send/deliver your sympathy letter or note promptly-- generally within the first two weeks** following the loss.

1. Acknowledge the loss and refer to the deceased by name. ...
2. Express your sympathy.
3. Note one or more of the deceased's special qualities that come to mind.
4. Include your favorite memory of the deceased.
5. Remind the bereaved of his or her personal strengths and/or special qualities.
6. **6. Offer to help the survivor in a specific way.**

**Sample Points**

Dear \_\_\_\_\_\_\_\_\_\_\_\_\_,

1. Acknowledge the loss and refer to the deceased by name.  
**I was deeply saddened to hear about the death of \_\_\_\_\_\_\_\_\_\_\_\_\_.**

2. Express your sympathy.  
**I cannot imagine how difficult this must be for you now, but please trust that I care about you.**

3. Note one or more of the deceased's special qualities.  
**\_\_\_\_\_\_\_\_\_\_\_\_ was such a kind, gentle soul. He/She would do anything to help improve the life of a child.**

4. Include your favorite memory.  
**I remember the time that \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.**

5. Remind the bereaved of his or her personal strengths and/or special qualities.  
**I cannot imagine how much you will miss \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ but you've always seen the best in everyone you know because of your generous heart.**

6. Offer to help the survivor in a specific way.  
Perhaps you could use your scrapbooking talent to make a lasting memory book of \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_? If you would like, I can come over on Tuesday evening to help you make your scrapbook. I have some wonderful pictures of \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ that I'd love to share with you, as well as several personal memories of how he helped children.

7. End with a thoughtful hope, wish or sympathy expression.  
**I will always be here to support you,**

[Sign your name] \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**TEACHER’s letter to her students**

I know you hard you have worked, but there is something very important you must know," the note reads.

“Tests do not assess all of what makes you special and unique. The people who create these tests ... do not know each of you like I do, and certainly not the way your families do.

: “The scores you will get from these tests will tell you something, but they will not tell you everything.“These tests do not define you. There are many ways of being smart.

“YOU are smart! YOU are enough! You are the light that brightens my day and the reason I am happy to come to work each day. So, in the midst of all these tests, remember that there is no way to test all of the amazing and awesome things that make you, YOU.” You’re special, and you’re so much more than a bubble on piece of paper.

