

Questions No. 14**Letter (Informal and Formal)**

8

প্রশ্ন পরিচিতি**Question/No.14 Writing Letter/E-mail (Formal/Informal)**

এ অংশে একটি Formal/Informal Letter লেখার জন্য প্রশ্নে কিছু নির্দেশনা দেওয়া থাকবে। নির্দেশনা অনুযায়ী সেই Formal/Informal Letter লিখতে হবে। Formal/Informal Letter-এর বিকল্প হিসেবে Formal/Informal E-mail লিখতে বলা হতে পারে। E-mail অনেকটা Letter-এর মতো। তবে এর গঠন কিছুটা ভিন্ন। প্রশ্নপত্রের এ অংশে নম্বর থাকবে ৮।

■ Informal Letter

1. Write a letter to your friend who lives in Canada about the current situation of measles in Bangladesh.

Ans. Bashabo, Dhaka, Bangladesh
21 June 2026

Dear Nikita,

I hope you are doing well in Canada. I am writing to tell you about the current measles situation in Bangladesh. Since mid-March 2026, Bangladesh has been facing a serious measles outbreak. Many children have been affected by this disease. The main reasons are that many children missed their regular vaccines, vaccine supplies were delayed, and some children did not get vaccinated in time. According to the latest information from the Directorate General of Health Services (DGHS), more than 92,000 suspected cases and over 11,000 confirmed cases have been reported. Sadly, about 680 children have died from measles and measles-like symptoms. However, there is some good news. More than 72,000 patients have recovered after receiving treatment in hospitals. To stop the spread of measles, the government has started a large vaccination campaign for children aged 6 to 59 months. Doctors advise parents to make sure their children receive both doses of the Measles-Rubella (MR) vaccine. Keeping sick children away from others and maintaining good hygiene can also help prevent the disease.

Please, pray for the children of Bangladesh. Take care and stay healthy. No more today. Write back soon.

Yours lovingly,
Alif

2. Suppose, you are Nafi/Nafiza. You are going to sit for Junior Scholarship Examination. Write a letter to your mother telling her about your progress of studies/preparation for the Scholarship Exam. ■■

Ans. 10 Green Road, Dhaka
28 July 2026

Dear Mother,

I have received your letter this morning. In the letter you have wanted to know about my progress of studies for the upcoming Junior Scholarship Examination. It seems that you're very worried about my Scholarship Examination. Don't worry, mom. You know that the Scholarship Exam will be held on five subjects-Bangla, English, Mathematics, Science and BGS. You will be very happy to know that I have already gone through all the subjects. I had some problems in English Grammar. However,

I have overcome them with the help of my teacher. I contact with my teachers whenever any problem arises. I find no problem in answering creative questions. I hope I'll get full marks in MCQ and short answer type questions. My English teacher is very happy with my progress in English. I hope no marks will get deducted from Reading and Grammar parts of English. And you know it well that my confident in mathematics is always higher. I'm going to sit for some mock tests next week. So, just pray for me. I hope I'll be able to gift you Talent Pool Scholarship.

No more today. Convey my best regard to father.

Your loving son,
Nafi

3. Suppose, you are Hasan/Hasna living in Natore town. Your friend Nabil/Nabila lives in Chattogram. He/She made an excellent result in the Junior Scholarship Examination and that result impressed you greatly. Now, write a letter to your friend congratulating him/her on his/her success in the exam. ■■

Ans. 5 Azimuddin Road, Natore
2 August 2026

Dear Nabil,

Many thanks for your letter. I am very happy to know that you have secured a talent pool scholarship in the Junior Scholarship Examination. My joy knows no bounds to hear this great news. You really deserve it. It's a great recognition of your regularity, sincerity and hard-work. I heartily congratulate you on your success. But remember, this is not the end. You have to go a long way to be successful in life. Perseverance and industry are the roots of success. For this, you have to study hard to reach your goal. You should not remain satisfied with what you have achieved today. Keep up the good work. I do hope and believe that you will be able to fulfil your dream.

No more today. Convey my regards to your parents and love to the youngers. More when we shall meet.

Yours ever,
Hasan

4. Write a letter to your younger brother/sister informing him/her the causes, effects/symptoms and prevention of dengue fever. ■■

Ans. 130/B Baghmara Road, Mymensingh
5 August 2026

Dear Jannat,

I hope you are doing well in your studies. I am worried about the dengue outbreak in the country. Please be careful.

Do you know the symptoms of dengue fever? Let me explain. Symptoms appear 4 – 6 days after

infection and last up to 10 days. These include high fever, headache, pain behind the eyes, joint and muscle pain, fatigue, nausea, vomiting, skin rash, and mild bleeding. In severe cases, it can cause massive bleeding, shock, or even death. There is no specific cure for dengue. Doctors suggest rest, drinking lots of fluids, and taking paracetamol.

Since there is no proper cure, we must prevent it. To avoid mosquito bites, use repellents and mosquito nets while sleeping. Reduce mosquito breeding by keeping your surroundings clean and avoiding stagnant water.

Take care of yourself and your family.

Your loving sister,
Muntaha

5. **Imagine, you are Sumon/Sumona. Your friend Salma/Salam is very weak in English. Now, write a letter to your friend telling him/her about how to improve in English. □□**

Ans. 33/1 BCC Road, Dhaka
28 February 2026

Dear Salma,

From your letter, I came to know that you are very weak in English. You've asked me for some suggestions on how to improve English. Here I go with my suggestions.

In order to learn English well, you have to acquire all the four skills of English. At first, you should attend your English classes regularly and listen to your teachers attentively. You should also listen to the English programmes on TV and radio. All these will improve your listening skill. Secondly, you should take active part in pair works and group works in your class. You should talk in English with your English teacher, with anybody who speaks English well and sometimes with yourself. These activities will improve your speaking skill. Thirdly, to improve your reading skill, you should read story books and English newspapers regularly. While reading, if you fail to understand the meanings of some new words, you should try to guess their meanings from the context. If you can't, you should look them up in a good dictionary. You should also practise reading comprehensions, cloze test, etc. Besides, you have to study grammar. Then, you should regularly write paragraphs, compositions, etc. and get them checked by your English teachers. Furthermore, you can keep a diary and write a few pages everyday. These things will improve your writing skill. By doing the above mentioned activities, you can improve your English well.

Hope to hear from you soon. Convey my best regards to your parents. Take care.

Yours ever,
Sumon

6. **Imagine that you spent a week in your friend's home and you were a most entertained guest there. Now, write a letter to your friend thanking him for the hospitality shown to you by him and other members of his family. □**

Ans. 120 Dhaka Cantonment, Dhaka
5 January 2026

My dear Ahmad,
Hope you are well by the grace of Allah. I am also fine.

Well, I returned home safely. But now I am missing your company as well as your family members. Indeed, I had a very nice time with you and your family. You took much trouble for me. You accompanied (সঙ্গে হওয়া) me visiting different historic places of the city. I was very delighted to acquire knowledge about different attractive places. Again, I can't but remember the hospitality (আতিথেয়তা) your family offered me. All of your family members behaved with me very well. It seemed that I was like a member of your family. Your parents treated me like their son. Your elder sister is an amiable (অমায়িক) girl. She entertained me much telling many stories and funny jokes. I wish I had an elder sister like yours. However, I must thank all of you for your hospitality and entertainment (আপ্যায়ন).

Convey my best regards to your parents and Mitu apa and affection to the younger ones. Let me know when you will visit our house. No more today. I look forward to meeting you.

Yours ever,
Mahmud

7. **Suppose, your name is Maya and your bossom friend is Subha. Now, write a letter to your friend informing her of a study tour recently you have enjoyed. □**

Ans. 25 Station Road, Jamalpur
28 May 2026

Hi Subha!

How're you? I'm really excited. Do you know why? The reason is that I'm going to tell you about my last study tour. Yesterday, we went to the Liberation War Museum at Agargaon, Dhaka. Our class teacher took us there. When we reached the museum at 10 am, a guide welcomed us warmly. He took us to different galleries of the museum. At first, we watched a video clip on our Liberation War and our Independence. We saw rare photographs, documents and newspapers clippings and objects used by the freedom fighters and the martyrs of our Liberation War. We were really sad when we went inside Gallery-4. Here we could see the personal belongings of some of our martyred intellectuals and freedom fighters- a pair of glasses, a pen, a notebook, a money bag, a shirt and other such belongings. We left the museum at 12:30 pm. It was such an exciting experience that I can never forget.

No more today. Write me soon.

Yours ever,
Maya

8. **Suppose, you are Shiplu living at 125/A, Magbazar, Dhaka. Your friend, Shafiq who lives at 61, New Town, Jashore, wants to know about the co-curricular activities of your school. Now, write a letter to your friend describing the co-curricular activities of your school. □□**

Ans. 125/A, Magbazar, Dhaka
27 January, 2026

Dear Shafiq,

My heartiest love to you. Hope that you are hale and hearty by God's grace. In your last letter you wanted to know about the co-curricular activities of our school.

৩৫৬ পাঞ্জেরী জুনিয়র বৃত্তি পরীক্ষা সহায়িকা। পরীক্ষা ২০২৬

You know that I am lucky to study in such a big and famous school which offers us facilities to learn a lot of things besides studies. We can depend on our teachers not only for study matters but also for matters related to our interests. Some of them run activity clubs in school. The clubs are the places where one can pursue his or her hobby. I am a member of the debating club. We practise debating within the club and arrange debating competitions among classes and among other schools as well. Our English teacher, who runs this club, not only guides us in writing good speeches but also shows us how to present them. Our school arranges essay competitions and book reading competitions. Moreover, my school offers a wide range of extra-curricular activities for the students. Along with the regular study, we can develop our extra-curricular abilities as well.

I guess you are planning to shift to a new school. If you ask for suggestion from me, I will recommend my school without any hesitation.

With best wishes,
Shiplu

9. Write a letter to your friend telling him about the importance of learning English. ☐☐

Ans. 25 Bijaynagar, Dhaka
5 February 2026

Hi Oishi!

I've just read your letter and come to know that you're going to attend an English learning course. Yes, it's praiseworthy. In fact, nowadays, there's no alternative to English. It's an international language. In every sector like science, technology, law, medicine, etc. English is highly required. In our country, learning of English is always encouraged. Students skilled in English are fit for any good job. Since any type of knowledge is possible to earn through English, you should take it sincerely. I, thereby, suggest you to speak and write in English with your friends, classmates and English teacher; and listen to the English news and read the English magazines regularly.

That's all today. Let me know your progress.

Yours ever,
Shoili

10. Suppose, you are Sima/Sumon and your friend is Raima/Raja. He/She wants to know about the annual sports of your school. Now, write a letter to your friend describing the Annual Sports Day of your school. ☐

Ans. Sonali Cottage, PN Road, Sylhet
07 February 2026

My dear Raja,

How are you? Hope you are well. You wanted to know about Annual Sports Day of my school. Today, I am going to tell you about the Annual Sports Day of our school.

The Annual Sports Day of our school was held on 02 February. We had been waiting for this happy day. The playground of our school was decorated in a colourful way. The programme started at 9:00 a.m. Many students and guardians were present there.

Our TNO was the chief guest. Moreover, our Headteacher, other teachers and many renowned persons were present on the occasion. There were various events like high-jump, long-jump, discus throwing, 100-metre race, dress as you like, etc. Attractive prizes were given to the winners. Brilliant students were also given prizes for their glorious result in the examination. I also got a prize for good result. It was very inspiring to me and my parents. We enjoyed the day very much.

No more today.

Yours ever,

Sumon

11. Suppose, you are Sabina/Sahin living in Subidbazar, Sylhet. You have a friend in Sunamgonj named Maliha/Milon. Now, write a letter to your friend describing how you have celebrated the last 21st February in your school.

Ans. 28 Subidbazar, Sylhet
27 February, 2026

Dear Maliha,

At first, take my cordial love. I hope you are doing fine. In one of the letters, you wrote that you wanted to know how I had celebrated the last 21st February in my school. Today, I am writing to you about it.

Every year, our teachers organize a day full of activities to commemorate the martyrs and celebrate our language, culture and history. This year was not different. With the national flag hoisted half-mast, we began our day by placing flowers at the Shaheed Minar in our school. After paying tributes, we attended the rally holding various placards and then marched around the town. Back in school, the authorities had arranged a cultural program where students sang different songs dedicated to the day, some recited poems and teachers gave a brief speech on the significance of 21st February. Around noon, there was an art competition for the students and I participated with my classmates even though I do not know how to draw.

No more today. Tell me how you celebrated your 21st February this year. Warm regards to your parents.

Your friend,
Sabina Yasmin

12. Suppose, you are Anuvob/Anuva. You have a pen friend name Jovan who lives in the USA. He wants to know about your country. Now, write a letter to your pen friend describing your country. ☐

Ans. 12 Green Road, Dhaka, Bangladesh
10 April 2026

Dear Jovan,

It's really delightful to hear from you after a long time. It makes me happy that you want to know about my country Bangladesh.

Let's start with the geographical position of this small country. It is a South-Asian country surrounded by India on three sides and the Bay of Bengal on the south. Myanmar lies to her south-east. Its area is 1,48,460 square kilometres where about 175 million people live. So you see the density of population in our country is high. The country achieved independence in

1971 after fighting against the well-equipped Pakistani Army for nine months. We are the only nation who has the glory of fighting for its mother language. Our Language Movement took place in 1952. Bangladesh is marked as a country of beauty. There are many places of tourist attraction in Bangladesh. We have a long cultural tradition, literature, arts, etc. that are very developed and have acquired international recognition. The people in Bangladesh are very hard-working, ready to face any obstacles. They are very hospitable. They become very happy when they have a guest at home and try their best to entertain the guest. They like to talk a lot, even to the strangers or foreigners. People here are much curious about foreigners.

Anyway, the letter is getting long. No more today. I would like to invite you to visit my country as soon as possible. Take care.

With love,
Anuvob

13. Suppose, you are Rupam/Afsana living at Muradpur, Chattogram. Your friend is Rana/Rina who lives at College Road, Rajshahi. He/She wanted to know how you spent your last summer vacation. Now, write a letter to your friend describing your experiences during the summer vacation. □□

Ans. 40/C, Muradpur, Chattogram
23 June 2026

Dear Rina,

Take my love at first. I have received your letter. You wanted to know how I spent my last summer vacation. I'm writing to you about it.

In the summer vacation, I along with some of my friends taught the poor villagers the basics of education. In my village, there are a lot of people who have no idea about education. So, we gathered some of them and taught them Bengali, English, Mathematics and some general knowledge. We spent almost 45 days in this work and now we are happy that we have been able to contribute to our society although it might seem very small.

No more today. Give my best regards to your parents.

Yours ever,
Afsana

14. Suppose, you are Samin/Samina. You live at 40/3 College Road, Narayanganj. You have a friend named Joy/Joya who lives at 25/2 Hospital Road, Chattogram. He/She does not read the newspaper daily. Now, write a letter to him/her describing the importance of reading newspaper regularly. □□

Ans. 40/3 College Road, Narayanganj
16 September 2026

My dear Joy,

Hope you're well by the grace of the Almighty. I have come to learn that you are not interested to go through newspapers regularly. It is very disappointing. Anyone, reading newspaper, can know many things of the world. By knowing the news and views of the world, you can use them in your practical life.

Moreover, newspaper reading is a part and parcel of education. So, be serious about reading newspapers. If not, you will remain simply a book worm, and it will not help you much in your future life.

No more today. Convey my best regards to your parents.

Yours ever,
Samin

15. Suppose, your name is Ananna, and Antara is your friend. Recently, your friend has lost her father, which is a great shock to her as well as a sad news to you. Now, write a letter to your friend consoling her on her father's death. □□

Ans.

13/C, PN Road, Shatkhira
13 September 2026

My dear Antara,

Hope you have recovered yourself from the great shock of your father's death though it is very hard.

Dear friend, the reality is that man is mortal and no man is born to live forever. You have been greatly shocked as you are a human being, and you have great love for your father. As your bosom friend, I express my deep sympathy to you. Please, do not be frustrated. Pray to Allāh, and He will help you overcome this great loss.

No more today. Tender my best compliments to your mother and affection to the younger ones.

Yours ever,
Ananna

■ Formal Letter

1. Write a letter to your Headteacher requesting him to arrange an awareness programme on the measles outbreak in your school.

Ans.

21 June 2026

The Headteacher

Narinda Govt. High School

Narinda, Dhaka

Subject: Application for arranging an awareness programme on the measles outbreak

Dear Sir,

I, on behalf of the students of your school, am writing to request you to arrange an awareness programme in our school about the recent measles outbreak in Bangladesh. The programme may involve teachers, parents, students, and people from the neighbourhood.

As you know, all of a sudden, measles has created much fear in our country. It has affected children the most, especially those below the age of 5. It has already spread very quickly to different districts. Already, thousands of children are affected by this disease. Many of them are in hospital, and hundreds have already died of the disease. An awareness programme can help students understand the causes, symptoms, and prevention of measles. Doctors or health workers can be invited to speak. More importantly, the necessity of vaccination and booster doses should also be discussed in the programme. If we become aware, we can protect ourselves and others.

I hope you would be kind enough to take the necessary steps to arrange this programme as soon as possible, and oblige thereby.

Sincerely yours,

Sheikh Pranto

Class-8, Roll no.-02

On behalf of the students of Narinda Govt. High School

2. Suppose, you are a student of Class 8. Now, write an application to the Headteacher of your school asking for controlling mosquitoes in the school campus. ☐☐

Ans.

31 August 2026

The Headteacher

Narinda Govt. High School

Narinda, Dhaka

Subject: Application for controlling mosquitoes in the school campus

Sir,

We, the students of your school, would like to bring your kind attention to the rising dengue fever cases in our country. Dengue is spreading rapidly, and every day, we hear of deaths caused by it. Since it is transmitted by mosquitoes, controlling the mosquito population is crucial to prevent the disease. Unfortunately, there are many bushes around our school, which serve as breeding grounds for mosquitoes. Additionally, rainwater accumulates in various areas of the campus, further promoting mosquito breeding.

We, therefore, humbly request you to take steps to clean the bushes around the school and remove the rain water after the rain to control the mosquito population.

Sincerely yours,

Abrar Fahad

Class-8, Roll no.-05

On behalf of the students of Narinda Govt. High School

3. Suppose, you are Apon/Ashik. You have passed the Annual examination of Class Eight this year from Collegiate High School, Barishal. You want to get yourself admitted into a new school. So, you need a testimonial from your Headmaster. Now, write an application to the Headmaster of your school for a testimonial.

Ans.

15 May 2026

The Headmaster

Collegiate High School

Barishal

Subject: Application for a testimonial

Dear Sir,

I would like to inform you that I have passed the annual examination of Class Eight from your school this year. Now, I want to get myself admitted into another school as we are shifting our house and so, I need a testimonial from you.

I hope that you would be kind enough to issue me a testimonial and oblige thereby.

Sincerely yours,

Apon Islam

Roll no-15

4. Imagine, you are studying at Rangpur Zilla School. Your father has recently been transferred to Jashore. Your father wishes to take you to the new place of his posting. So, write an application to your Headteacher requesting him to issue you a transfer certificate. ☐

Ans.

27 February 2026

The Headteacher

Rangpur Zilla School

Rangpur

Subject: Application for a transfer certificate

Dear Sir,

With due respect, I would like to inform you that I am a student of Class 8 of your school. I have been in your school for three years. Recently, my father who is a government officer has been transferred from Rangpur to Jashore. My father wishes to take me with him. Now, it is not possible for me to continue my studies in your school. So, I need a transfer certificate to get myself admitted into a school in Jashore.

I, therefore, hope that you would kindly issue me a transfer certificate and oblige thereby.

Sincerely yours,

Shawon Ahmed

Class-8; Roll No-10

5. Imagine, you are a new student of Shohagpur High School. Your house is six kilometres away from the school. You find it difficult to attend school from such a long distance. Now, write an application to the Headteacher praying for a seat in the school hostel. ☐☐

Ans.

05 July 2026

The Headteacher

Shohagpur High School

Rangpur

Subject: Application for a seat in the school hostel

Dear Sir,

I would like to state that I am a new student of Class 8 in your school. My house is six kilometres away from the school. I have to suffer a lot to come to school from such a long distance. So, I need a seat in the school hostel. I will not be able to continue my studies here if you do not provide me with hostel facilities.

I, therefore, hope that you would be kind enough to allot me a seat in our school hostel and oblige thereby.

Sincerely yours,

Rafi Ahmed

Roll No-5, Class-8

6. Suppose, you are Samir/Samira. You read in Jhalakathi Govt. High School. The students of your class want to go on a study tour. So, you need permission of the Headteacher. Now, write an application to the Headteacher of your school seeking permission to go on a study tour.

Ans.

01 March 2026

The Headteacher
Jhalakathi Govt. High School
Jhalakathi

Subject: Application for permission to go on a study tour

Dear Sir,

We, the students of class VIII, have undertaken a programme to go on a study tour at Paharpur Mahavihara during the next winter vacation. You know this type of visit is very important in many ways. We would be able to know many things about the history and culture of the ancient people. Moreover, we would enjoy the scenic beauty of the area. This would enrich our knowledge as well as refresh our mind. The tour would be conducted by our English teacher and there would be around 20 students of our class. The tour will cost fifty thousand taka and we have managed thirty thousand. Now, we need your permission and monetary assistance in this respect.

We, therefore, hope that you would kindly permit us so that we can go on a study tour and oblige thereby.

Yours obediently,

Samir Hasan

Roll no 4

On behalf of the students of class VIII

7. Imagine, you are a student of River View High School, Khulna. You are Joy Ahmed/Joya Akhter. Now, on behalf of the students of your school, write an application to the Headmaster of your school for taking necessary steps to set up a computer club.

Ans.

01 March 2026

The Headmaster
River View High School
Khulna

Subject: Application for setting up a computer club

Dear Sir,

We, the students of your school, would like to state that we are very interested in computer. Though many students of science group have taken computer as their compulsory subject, they do not have any opportunity to have practical knowledge. Many other students also want to be familiar with the computer world. But it is a matter of regret that there is no computer club in our school. For want of a computer club, we are far away from this modern device.

We, therefore, hope that you would take proper steps for setting up a computer club and oblige thereby.

Yours obediently,

Joy Ahmed

Roll no.- 01, Class VIII

On behalf of the students of your school

8. Imagine, you are Adib/Adiba, of Madhupur High School. Now, write an application to your Headmaster requesting him to open a "Debating Club" in your school compound.

Ans.

13 March 2026

The Headmaster
Madhupur High School
Naogaon

Subject: Application for opening a debating club

Dear Sir,

This is to inform you that we, the students of your school, are very interested in organising a debating club in our school. A debating club can give us an opportunity to expose our latent talent. It will help us learn about various topics. Moreover, a debating club can prepare us to take part in different debating contests like National TV Debating Competition. So, we request you to open a debating club in our school. Our English teacher, Mr Arif Ahmed, has kindly consented to guide us.

Therefore, we would like to request you to open a debating club in our school and oblige thereby.

Sincerely yours,

Adib Islam

Class-VIII, Roll No-1

On behalf of the students of Madhupur High School

9. Suppose, you are a student of Govt Laboratory High School, Dhaka. There is no canteen in your school campus. So, the students suffer a lot as they cannot eat anything during tiffin period. Now, write an application to the Headteacher of your school for setting up a canteen in your school campus.

Ans.

05 February 2026

The Headteacher
Govt Laboratory High School, Dhaka

Subject: Application for opening/setting up a canteen

Dear Sir,

I, on behalf of the students of your school, have the honour to state that we are suffering greatly for the want of a canteen. A school canteen can supply us with hygienic food. We have to go to nearby restaurants outside the school campus. It supplies unhygienic foods. We often get sick from consuming contaminated food. So, we badly need a canteen within our school campus.

I, therefore, hope that you would be kind enough to take necessary steps for setting up a canteen in our school campus and oblige us thereby.

Sincerely yours,

Sadat Hossain

Roll no-15, Class-8

On behalf of the students of Govt Laboratory High School

৩৬০ পাঞ্জেরী জুনিয়র বৃত্তি পরীক্ষা সহায়িকা। পরীক্ষা ২০২৬

10. Suppose, you are Labib/Labiba. You are a student of in Khulna Zilla School, Khulna. Your school has a common room but it lacks some facilities. Now, write an application to your Headmaster for increasing common room facilities. ☐☐

Ans.

21 October 2026

The Headmaster
Khulna Zilla School
Khulna

Subject: Application for increasing common room facilities

Dear Sir,

We, the students of Class VIII, would like to state that our school has a common room for the students. This room is spacious and airy but it lacks some facilities. There are no fans and water supply in the room. Moreover, the supply of newspapers, magazines, periodicals is insufficient. Also, sitting arrangement has to be increased.

Therefore, we hope that you would kindly take necessary steps to increase the common room facilities and oblige thereby.

Obediently yours,

Labib Ahmed

Class-VIII, Roll No-2

On behalf of the students of your school

11. Suppose, you are Nabil/Nabila of City Model High School, Barishal. There is a library in your school but the facilities are not sufficient. Now, write an application to the Headmaster requesting him for increasing library facilities. ☐☐

Ans.

15 November, 2026

The Headmaster
City Model High School
Barishal

Subject: Application for increasing library facilities

Sir,

I, on behalf of the students of our school, would like to draw (আকর্ষণ) your kind attention to the fact that the library facilities in our school are not sufficient (পর্যাপ্ত). The number of books in the library, accommodation (স্থান সঙ্কলন/জায়গা), library hours, etc. cannot satisfy (চাহিদা পূরণ) the students in a proper manner. We need different reference books for preparing notes. But these books are not available here. Moreover, there is no books on Communicative English Method and Current Affairs. For the greatest benefit (কল্যাণ) of the students, a larger collection of books are required (প্রয়োজন) in the library. Again, accommodation inside the library and library hours need to be increased (বৃদ্ধি করা) for the benefit of the students.

May I, therefore, hope that you would take necessary actions to improve the library facilities and oblige thereby.

Yours sincerely,

Nabil Ahmed

Class-VI, Roll-02

On behalf of the students of City Model High School

12. Suppose, you are Maha, a student of Class VIII in Pirbari Girls' High School, Manikganj. Your school needs a multimedia classroom with internet facilities, as technology has become an important part of modern education. Now, write an application to your Headteacher on behalf of all the students of your school requesting him to take necessary step in setting up a multimedia classroom in your school. ☐☐

Ans.

12 October 2026

The Headteacher
Pirbari Girls' High School
Manikganj

Subject: Application for setting up a multimedia classroom

Dear Sir,

I, on behalf of the students of your school, would like to state that the education system of the world has become modernized. The teachers around the world teach well through multimedia system. Thus, the students can understand and comprehend the lessons. The teachers show pictures, video clips, educational websites, etc. to the students and teach them rationally. But we do not have such facilities in our school. A multimedia classroom will be not only helpful for the students but also an addition to the reputation of our school.

We, therefore, hope that you would be kind enough to set up a multimedia classroom with internet facilities so that we can have the maximum benefit from technology.

Yours obediently,

Maha Islam

Class-8, Roll No-3

On behalf of the students of Pirbari Girls' High School

13. Suppose, you are Mohim/Mohima from the village Modhupur, upazila Patiya, district Chattogram. Recently, a flood has swept over your area and caused a great havoc. Now, write an application to the Deputy Commissioner of your district for relief and medical aid for the flood affected people of your area. ☐☐

Ans.

17 July 2026

The Deputy Commissioner
Chattogram

Subject: Application for relief and medical aid for the flood affected people

Dear Sir,

This is to inform you that our locality has been affected by the recent devastating flood. The area is under water for 7 days and it's likely to continue for some more days. A large number of people have been affected. Some of them have lost their houses and have taken shelter on roads and embankment. They have no food to eat. Moreover, diseases like diarrhoea, dysentery, fever, cough have broken out. The children and the old are the worst sufferers.

In these circumstances, we request you to supply medicine, food, etc. for the affected people and oblige thereby.

Sincerely yours,

Mohim Chowdhury

On behalf of the people of Modhupur, Patiya, Chattogram

Questions No. 14 (Or)

E-mail (Informal and Formal)

■ Informal E-mail

1. Suppose, you are Kabyo/Kobita. You have heard that your friend Aakash/Bristy has become sick after eating 'fuchka' from a mobile van. Now, write an email to your friend giving advice and praying for his/her early recovery. [Junior Scholarship Exam-2025]

You may send the email to aakash99@gmail.com or bristy99@gmail.com

Ans.

To: bristy99@gmail.com

Subject: Get well soon!

Dear Bristy,

I was very sorry to hear that you have fallen ill after eating 'fuchka' from a mobile van. Please, be more careful about street food in the future as it can often be unhygienic. For now, please drink plenty of oral saline (ORS) and clean water to prevent dehydration. Stay away from oily, spicy, or outside food until you are completely better. Try to have simple, home-cooked meals like porridge or soup that are easy to digest. If your condition doesn't improve, please visit a doctor immediately.

I am praying for your early recovery. Take your medicines on time if the doctor prescribes any and take proper rest.

With love,

Kobita

2. Suppose, you are Anil/Anila and your friend's name is Sadi/Sadia. Now, write an email to your friend advising him/her to make at least one Technology-Free day in a week.

Ans.

To: sadi/sadial23@gmail.com

Subject: One Technology-Free Day in a week

Dear Sadi,

I hope you are well. I am doing well here. Today I am writing to give you some friendly advice. I think you should make at least one technology-free day in a week.

Nowadays, we use mobile phones, computers, and the internet all the time. We spend hours on social media, games, and videos. This is not good for our health or mind. Using too much technology can make us tired, stressed, and lazy. It also reduces our time with family and friends.

If you keep one day free from technology in every week you will feel fresh and relaxed. On that day, you can read books, play outdoor games, walk in nature, or talk with your family. You can also focus on your studies and hobbies. This will help you improve your health and concentration.

So, my dear friend, please try this from next week. I hope you will like it.

Take care.

Your loving friend,

Anil

3. Write an email to your friend, who lives in Malaysia sharing the news that you have got a talent-pool scholarship in the Junior Scholarship Examination.

Ans.

To : elena.007@gmail.com

Subject : I got a talent-pool scholarship in JSE!

Dear Elena,

I hope you are doing well in Malaysia. I am absolutely thrilled to share some great news with you.

The results of the Junior Scholarship Examination were published yesterday. I am very happy to tell you that I have received a talent-pool scholarship. When I saw my roll number in the result list, I could not believe it at first. My parents were very happy and proud of me. I worked very hard for this exam. I studied many hours every day and often stayed up late at night. Now I feel that my hard work has paid off. This success has also increased my confidence for the future. I really miss you. I wish you were here in Bangladesh so we could celebrate together.

Please give my regards to your parents. I am waiting to hear from you soon.

Warm wishes,

Aisha

4. Suppose, you are Roni/Rina. The day before yesterday you celebrated your 14th birthday. Anik/Anika, one of your friends, sent you a nice gift. Now, write an e-mail to your friend thanking him/her for the gift. ☐☐

Ans.

To : anika123@gmail.com

Subject : Thanks for the nice birthday gift

My dear Anika,

I received your parcel and a letter the day before yesterday. In your letter, you told me that your father had suddenly fallen ill, and so, you could not attend my birthday party. I'm shocked and worried. Don't worry, he'll recover soon.

By the way, thank you very much for sending me such a beautiful dress as a birthday gift. I loved it very much.

Anyway, thank you once again for the gift. Please, come to my house after your father's recovery. Take care of him. Convey my best regards to your parents.

Yours ever,

Rina

৩৬২ পাঞ্জেরী জুনিয়র বৃত্তি পরীক্ষা সহায়িকা। পরীক্ষা ২০২৬

5. Suppose, your friend, Shantanu/Shanta borrowed a book from you. Write an email to your friend requesting him/her to return the book immediately. You may send the e-mail to shantanu/shantabd@hotmail.com. ☐☐

Ans.

To : shantabd@hotmail.com

Subject : Please, return the book

Dear Shanta,

Hope you're well. I'm fine too. You borrowed my English grammar book last week and haven't yet returned it. You know my exam is knocking at the door. Besides, our English teacher is going to give a class test soon. So, I urgently need the book. Please, return the book as soon as possible.

With best wishes,

Jerin

6. Suppose, you are Sadik/Sadika. Your friend is Ruhul/Rahela. Your birthday party will be arranged in the next week. Now, write an e-mail to your friend requesting him/her to attend your birthday party. ☐☐

[*Write a subject line. *Use proper salutation/ greetings. *Give a brief description of your desire. *Mention what you are going to arrange for the party. *Write a closing remark, your name, address etc.]

Ans.

To : ruhul_123@yahoo.com

Subject : Come to my birthday party

Dear Ruhul,

How're you? You'll be glad to know that my parents are going to arrange a party on my birthday in the next week at our residence. They asked me to invite all of my friends to the party. I've already invited Shamim, Tropa, Trina, Sayeed, Adnan and Puja. Now, I'm inviting you.

We will decorate the house with colourful papers. My father is going to order a 'big chocolate flavoured cake. My mother will cook a number of delicious dishes for the guests. I hope and believe that you'll join my birthday party on that day and enhance my happiness to a great extent.

Convey my regards to uncle and aunt.

Yours ever,

Sadik

32 Mirpur Road, Dhaka

7. Imagine, you are Labib/Labiba. You have a friend named Richard in the USA. Now, write an e-mail to your friend inviting him to visit your country. You may send the e-mail to richard_zagler221@usamail.com.

Ans.

To : richard_zagler221@usamail.com

Subject : Please, visit my country

Dear Richard,

Hope everything is fine at your end. You know, my annual exam is over. Now, I have a one-month holiday. I also came to know from your last e-mail

that your yearly exam is also ending next week. So, why don't you come to Bangladesh after your exam?

Bangladesh is a land of beauty and peace. It is a darling child of nature. Although it is a small country, it has a few places worth seeing. Cox's Bazar, Kuakata, Bandarban, the Sunderbans, Khagrachari, Jaflong, Sreemongol and many other places are famous for the tourist attractions. If you come, we'll visit these places.

I cordially invite you to visit my country in this winter and experience the warmth of our hospitality. My local friends are also very keen to see you.

No more today. Write back soon confirming your visit to Bangladesh.

Love,

Labiba

8. Suppose, you are Salman/Salma. Your friend is Nahian/Nuha. You are going to arrange a picnic in the next month. Now, write an e-mail inviting him/her to attend the picnic. You may send the e-mail to nahian4u@gmail.com.

Ans.

To : nahian4u@gmail.com

Subject : Join the picnic

Dear Nahian,

How do you do? You'll be glad to know that our Annual Examination is over. We have a long winter vacation now. One of my friends is planning to go to NANDAN, the theme park at Gazipur on 26th December. I also want to join the picnic. We can enjoy rides at both Land Park and Water world. I've already visited NANDAN's website and checked out the rides. They are really cool!

I know, your exams are also over and you're passing idle time. Why don't you join us? Come to my house a day before with bag and baggage. I can guarantee you a great picnic at NANDAN.

Write back soon and confirm your coming.

Yours ever,

Salman

9. Suppose, you are Jahin/Jarin. You have a friend named Ortho/Orpa. Now, write an e-mail to your friend inviting him/her to spend the summer vacation in your village. ☐☐

Ans.

To : ortho@yahoo.com

Subject : Invitation to spend summer vacation in my village

Dear Ortho,

How're you? Hope you're fine with your family. You know that we are going to get 15 days of holidays in the next month for the summer vacation. I've made a plan to go to my village in this vacation. I want you to join me. My village home is very big and surrounded with many trees. We will also enjoy delicious summer fruits there. Moreover, there is a big river beside our house. We can enjoy a boat journey and fishing there.

So, I hope that you will spend this summer vacation in my village. My parents are also eagerly waiting to have you among us. Please, write me soon.

Yours ever,
Jahin

10. Suppose, you are Jem/Jemy. You have an elder sister. Her marriage ceremony will be held next month. Now, write an e-mail to your friend inviting him/her to join the marriage ceremony of your sister. □

Ans.

To : faria509890@yahoo.com
Subject : Invitation to my sister's marriage ceremony

Dear Faria,
How're you? I hope you are well. You'll be glad to know that the marriage ceremony of my elder sister will be held on 25th December. You and all the members of your family are cordially invited. Please, join the ceremony with your family members. My parents will be very happy if you all come.

Come to our house within 4 pm on the day. We'll go to the community center together from here.

We'll be waiting for you. Take care.

Yours ever,
Jemy

11. Suppose, you are 'Antora'. Now, write an e-mail to your friend 'Asha' telling her how you had arranged your birthday party. You may send the e-mail to asha_moni@yahoo.com.

Ans.

To : asha_moni@yahoo.com
Subject : How I had arranged my birthday party
Dear Asha,

I'm disheartened to know that your father suddenly became sick last night, and so, you couldn't attend my birthday party today. Well, I hope uncle is doing well now.

The birthday party went well, without any major difficulties. My parents invited a few relatives and my friends for dinner in the evening. My elder brother and his friends decorated the house with colourful papers. I helped our maid clean the rooms and the furniture. After that, I went to kitchen to help my mother. My mother cooked kacchi-biriyani, chicken roast, mutton rezala and jarda for the guests. Later, we set the table and the chairs. In the afternoon, my father and I went to a pastry shop and bought a big chocolate-flavoured cake. I was very happy to see my name written on it. In the evening, a stream of guests started to grace our house. At 7 o'clock, I cut the cake, and thus, the party began.

I really enjoyed my time in the party. I wish you were here with me, too. I missed you a lot.

Convey my regards to your parents and love to Adi.

Yours ever,
Antora

12. Suppose, you are Abid/Abida, Naveed is your younger brother. You have heard that he is keeping some evil companions nowadays. Now, write an email to your younger brother advising him to avoid evil company. □

Ans.

To : naveed_n12@gmail.com
Subject : Advising to avoid evil company

Dear Naveed,

I hope you are hale and hearty. I am also keeping well. But I have heard that you are not keeping good company around you. It is, indeed, a bad news for me.

In your last annual exam, you did not perform well. Your marks were visibly poor. I believe the main reason for this demotion is the bad company you are keeping. The people you are having around these days are not attentive to studies. Studying hard and gaining knowledge are not their concerns. Also, some of them are heavily addicted to smoking. Some of them do not go to school regularly. If you continue mixing with them, it will affect your studies further. You will also develop bad habits like smoking, bunking off classes, being irregular in the classes, etc. So, I would request you to stay away from evil company.

No more today. Keep in touch.

Your loving sister,
Abida

13. Suppose, your name is Amin/Amina. The annual prize giving ceremony of your school was held yesterday. Now, write an e-mail to your friend Nasim/Nasima describing it.

Ans.

To : nasim@gmail.com
Subject : The annual prize giving ceremony

Hi Nasim,

Yesterday was our school prize-giving day. On this occasion, our school auditorium was brightly decorated. Prizes were also neatly displayed on a separate table on the dais. All the students were present at the function. Among others, the guardians and some eminent persons of the locality also attended the function. The UNO was the chief guest. The function started on time — just at 4 p.m. Our Headteacher first read out the annual report. Then the Chief Guest gave a short speech. He highly praised the overall performance of the school and its excellent SSC Exam results. Then he gave away the prizes among the students for their outstanding activities. You will be glad to know that I've got two prizes — one for regular attendance and the other for good results in the last year-ending exams.

Thanking you,
Amin

14. Suppose, you are Nabil from Pabna. One of your friends, who lives in Khulna, has won the President's award on essay writing. Now, send an e-mail to your friend, Anik congratulating him on his achievement. ☐☐

Ans.

To : anik@gmail.com

Subject : Congratulations for brilliant achievement

My dear Anik,

Congratulation to you on your brilliant achievement. My joys knew no bounds when I heard that you have won the President's Award in essay writing. I have told all my friends and relatives about your success. My parents are eager to have you among us. So, I do invite you to come to our house as soon as possible. So, make no delay. Good luck!

Yours ever,
Nabil

Formal E-mail

1. A social organisation in your locality is hiring some volunteers for a fund raising event with a view to distributing winter-cloth among the poorest sufferers. Write an email to the coordinator of that organisation to be a volunteer for the event. The e-mail can be sent to abcd123@charity.org.bd. In your e-mail, you should – ☐☐

• write a subject line • use proper salutation/ greetings
• give your brief introduction • express your interest for the role of a volunteer • mention why you are interested to work as a volunteer • write a closing remark, your name, address and phone

Ans.

To : abcd123@charity.org.bd

Subject : Interested to be a volunteer

Dear Sir,

I am a student of class eight at ABC Boys High School, Panchagarh. I have seen your advertisement about hiring some volunteers for raising fund for your upcoming winter-cloth distribution programme. I am really interested in working as a volunteer for the interest of the distressed people. I always look for such an opportunity to help the poor and helpless people in our society.

I hope to hear from you soon.

Thanking you,
Mohamad Zaif
Ruhea, Panchagarh

2. 'Reading for Pleasure' is a renowned library for the kids. It provides its members with the opportunity of reading different books like short stories, science fictions, travel stories, children literature and so on. You want to get membership of the library. Now, send an e-mail to rfp123@gmail.com asking for membership. In your e-mail, you should – ☐

• write a subject line • use proper salutation/ greetings • give a brief introduction of you • mention why you want to get the membership • request to send you the procedures • write a closing remark, your name, address and contact number

Ans.

To : rfp123@gmail.com

Subject : Looking for membership

Dear Sir,

I am a student of Class VIII at 'X' High School, Dhaka. Recently, I have come to know about your renowned library "Reading for Pleasure" from my classmates. I am keen to get a membership of your library, because you have a good collection of science fictions, travel stories, children literatures, etc. I like reading these types of books. I would be very grateful if you would kindly give me a chance to be a member of your library. Please, send me the requirements and procedures so that I can be a member of your renowned library.

I hope to hear from you soon.

Thanking you,
Sohel Rana

11/A, South Jatrabari, Dhaka

3. Suppose, you want to take part in an Essay Writing Competition organized by 'The Daily Sun'. Now, write an e-mail to the editor requesting him/her to send you the guidelines and other details of the competition. In your e-mail, you should – ☐

• write a subject line • use proper salutation/greetings • give a brief introduction of you • ask for information you want to know • write a closing remark, your name, address and contact number

Ans.

To : thedailysun.org@gmail.com

Subject : For information on Essay Writing Competition

Dear Sir,

I am a student of Class eight at Govt. Laboratory High School, Dhaka. I have come to know about the Essay Writing Competition organized by you. Unfortunately, your website lacks some of the necessary guidelines and information regarding the competition.

I want to know in detail about the style of writing, word limit, the last date of submission of the essays, necessary requirements you expect from us etc.

I hope you would kindly inform me by replying through an e-mail without any delay.

With regards,
Jubaer Ahmed
Dhanmondi 8/A, Dhaka.

4. You want to participate in Math Olympiad. Now, write an e-mail to the Convener of the program asking guidelines and other details of the program. The e-mail address of the Convener is olympiad.math@ymail.com.

Ans.

To : olympiad.math@ymail.com

Subject : For details of Math Olympiad

ATTN : The Convener, Math Olympiad

Dear Sir,

My name is Safwan Zubair Khan and I am a student of class 8 at Narinda Govt High School, Dhaka. I

came to know from the advertisement in the weekly Sikkhar Alo that you are going to organize Math Olympiad in Dhaka next month. Being interested in such competitions, I want to put myself in the list of participants from Dhaka. I would be very grateful if you kindly let me know the rules, regulations, procedure, deadline and other guidelines concerning the Math Olympiad.

I hope that you would reply to my queries and send me necessary information about the competition and oblige me thereby.

Yours faithfully,
Safwan Zubair Khan
Narinda Govt High School, Dhaka
Class: 8, Roll no.- 02, Section: A

5. Write an e-mail to the Deputy Commissioner of your district for arranging relief facilities for the flood affected people. ☐☐

Ans:

To : commissioner.thakurgaon@gmail.com
Subject: Arranging relief facilities for the flood affected people
Attn : Deputy Commissioner

Dear Sir,

We would like to inform you that the recent (সাম্প্রতিক) flood has badly affected Thakurgaon district. People have been suffering (কষ্টভোগ করা) a lot. They have lost their houses and cattle. Diseases like diarrhea, cholera, flu etc. have spread (ছড়িয়ে পড়া) among them. They need food, pure drinking water, clothes, medicines, etc. If the government fail to provide (প্রদান করা) these things at the moment, many people will die. Four people have already died, and many more are seriously ill. Your kind attention (মনোযোগ) is required immediately in order to arrange relief (রাশি) for these helpless people.

We hope that you would take necessary steps to arrange relief facilities for the flood affected (ক্ষতিগ্রস্ত) people as soon as possible (যত দ্রুত সম্ভব).

Thanking you.

Sincerely yours
Rehnuma Aftab

6. Write a letter of complaint to the Superintendent of Police requesting him to take necessary steps to check the menace of extortionists in your locality. ☐☐

Ans:

To : Spolice.magura@gmail.com
Subject: Request for taking measures against extortionists.
Attn : The Superintendent of Police

Sir,

We, the inhabitants of Ahmednagar, have the honour to bring to your kind notice that recently a number of extortionists are a great barrier to the peaceful life of the inhabitants. Businessmen, house owners, tenants, shopkeepers, teachers none can escape them. The extortionists sometimes collect tolls at gun point. No one's property and money is secure.

We hope that you would be kind enough to take necessary steps to curb the menace of the extortionists and bring back the peace in our locality.

Faithfully yours,
Syed Mujtaba Ali & Ali Hossain
On behalf of the inhabitants of Ahmednagar

7. Write a letter of complaint to the proper authorities against the problem of antisocial activities in your locality. ☐☐

Ans:

To : councilor.shukrabad@gmail.com
Subject : Complaint to resolve antisocial activities
Attn : The Ward Councilor

Sir,

I, a resident of Shukrabad, on behalf of the residents of the area, write to your highness to request you to look into the problem of antisocial activities in this area. Shukrabad has always been known for its peaceful neighbourhood. But recently some miscreants have started sitting in the tea stalls in front of the society gate. They often take drugs and tease the girls of this area. They are also involved in mugging innocent people and illegally collecting subscriptions from the local stores. They have become a nuisance for the whole society. They must be stopped and brought to justice soon.

Therefore, I humbly request you to take necessary steps to stop these miscreants so that the people of the locality can get freedom from living in hell.

Yours faithfully,
Mohammad Aziz

On behalf of the people of Ward 27, Sukrabad .

8. Write an e-mail to the railway booking clerk asking him to reserve a seat for you. ☐

Ans:

To : info@bangladeshrailway.com.bd
Subject: Reservation of seat
Attn: Reservation Officer

Dear Sir,

I'm willing (ইচ্ছুক) to go to Chattogram from Kamalapur, Dhaka by the Sonar Bangla Express on 20 December, 2026. I'd be grateful (কৃতজ্ঞ) to you if you kindly reserve (সংরক্ষণ) a 1st class seat for me. I'd pay the ticket price by money order or by cash (নগদ) on the day of departure (বহির্গমন).

I hope you would be kind enough to do the needful (প্রয়োজনীয় কাজ) for me and oblige thereby.

Yours truly,
Sadiah Noor Ishita

Phone: 017xxxxxxx