

Write a letter to your friend describing about the annual day celebrations held in your School/College.

7/13 Shakti Nagar

New Delhi

Date:

Dear Sahil,

How are you? I hope you are fine. I am also good here. I am writing this letter to tell you about the annual day celebrations held in our school/college.

The annual day function of my school was held on 4th of January. The school building was decorated. The auditorium was packed to its capacity. The Director of Education was the chief guest. He was welcomed by the school principal. The function was inaugurated with the lighting of the lamp by the chief guest and soon the cultural programme started. After the cultural show, the principal read the annual report. The chief guest distributed the prizes to meritorious students and best performers. He delivered a short speech. Our principal thanked the guests and function ended with the singing of National Anthem. It was a properly arranged and well managed function. I enjoyed it very much.

Convey my best regards to your parents. Do reply soon!

Yours lovingly friend
(Your name)