

LETTER

Notes

By
Ayyan Syed

Table of Contents

1. Write letter to younger brother advising him to give up on smoking and pay heed to studies.
2. Write a letter to your friend inviting him to spend a few days/summers vacation with you.
3. Write a letter to your friend sympathizing with him on his failure in the examination.
4. Write a letter to your mother/father telling her/him why you dislike the hostel life.
5. Write a letter to your mother/father why you like hostel life.
6. Write a letter to your father telling him about your health and studies.
7. Write a letter to your father for an increase in your monthly allowance.
8. Write a letter to your friend congratulating him on his brilliant success in the examination.
9. Write a letter to your father/mother telling him/her the cause of your failure.
10. Write a letter to your friend condoling with him on his mother's death.
11. Write a letter to your friend about your first day at college.
12. Write a letter to your friend about your future plan/professions.
13. Write a letter to your father asking him about the health of your mother.
14. Write a letter to your friend to borrow books from him.
15. Write a letter to your sister thanking her for gift.
16. Write a letter to your father telling him about your progress in December test.
17. Write a letter to your father about your progress in studies.
18. Write a letter to your friend requesting him to lend you his English book for a few days.
19. Write a letter to your younger brother advising him how to improve English language.
20. Write a letter to your younger brother telling him the evils of cramming.
21. Write a letter to your father requesting him to allow you to join the educational tour.
22. Write a letter to your friend advising him to participate in games and physical activities.
23. Write a letter to your friend to improve in his studies.
24. Write a letter to your friend to attend marriage ceremony.
25. Write a letter to your friend about your favorite game.

Letter no 1: Write a letter to younger brother advising him to give smoking and pay heed to studies.

Examination Hall,
(City) A.B.C.
August 2, 2025.

Dear Brother,
Assalam-u-Alaikum!

I hope you are doing well and staying safe. I am writing to you today with a heavy heart. Someone recently told me that you have started smoking and are not taking your studies seriously. I could not believe it at first, but after confirming, I felt truly disappointed. You are at an age where every choice shapes your future, and I fear you may be choosing the wrong path.

Smoking is not just a bad habit. It is a slow poison that ruins your body from the inside. Every cigarette you smoke takes away a piece of your health, your energy, and your future. It affects your lungs, heart, memory, and concentration. What may feel relaxing now will eventually lead to illness, weakness, and regret.

"Smoking is the only legal consumer product that kills half of its users." — WHO

I know you may feel that one or two cigarettes will not hurt, but every harmful habit begins this way. Once it becomes an addiction, it controls your life and your time. You are stronger than this. You have the power to say no and take control of your choices before they take control of you.

At the same time, I am very concerned about your studies. Your books are the key to your future. Education is not just about getting marks. It is about preparing yourself to live with dignity, purpose, and independence. You cannot build a bright future while ignoring your responsibilities today.

"The roots of education are bitter, but the fruit is sweet." — Aristotle

You are blessed with intelligence, but without effort, intelligence has no value. Your time is your most precious resource. If you waste it now, you will not be able to recover it later. This is the age to plant seeds of discipline, focus, and learning.

Think about our parents. They work day and night to provide for you and give you the best future they can. Do you think they deserve this kind of return? Their greatest dream is to see you succeed and rise above all challenges. Please do not let them down.

"Behind every young person who believes in himself is a parent who believed first." — Matthew Jacobson

Avoid bad company. Friends who lead you toward smoking or laziness are not your friends. Choose those who motivate you to improve, study, and grow. Your environment shapes your behavior more than you think.

"Tell me who your friends are, and I will tell you who you are." — Johann Wolfgang von Goethe

It is not too late to fix things. You can still leave this harmful habit and catch up in your studies. It only takes one decision to change your life. Be brave enough to take that step. I believe in your strength, and I will support you in every way.

"It is never too late to be what you might have been." — George Eliot

I hope this letter opens your eyes and touches your heart. I am waiting to hear good news from you soon. May Allah guide you and help you choose the right path.

Yours affectionately,
X.Y.Z

Letter no 2: Write a letter to your friend inviting him to spend a few days/summers vacation with you.

Examination Hall,
(City) A.B.C.
April 02, 2024.

Dear Friend,

Assalam-u-Alaikum! I hope you are doing well and enjoying good health. It's been quite a while since we last met, and I truly miss your company. Now that our exams are over and summer vacations have started, I thought this would be the best time to invite you to spend a few days with me. Your presence will surely make my holidays far more exciting and joyful.

"A sweet friendship refreshes the soul." – Proverbs 27:9

The weather here is warm, but the evenings are pleasant and breezy. Our city has many new places worth visiting — there's a new gaming lounge, a rooftop café, and a fresh juice corner that serves the best mango shakes. I've made a list of fun activities we can do together, from exploring the city to late-night movie marathons and games. Trust me, your visit will turn an ordinary vacation into a memorable adventure.

"Happiness is only real when shared." – Christopher McCandless

We can also spend a little time brushing up on our studies so that we stay ahead when the next academic session begins. Nothing serious or stressful — just a few productive hours, followed by the rest of the day dedicated to fun. Studying with a friend like you will make difficult topics easier and even enjoyable. It's a good chance for both of us to revise and plan.

"A friend is someone who makes it easy to believe in yourself." – Heidi Wills

My family is also excited to meet you. I've told them a lot about you, and they're eager to welcome you like one of our own. My mother is already planning to cook your favorite meals, and my siblings are all ready to challenge you to board games and backyard cricket. Our home will feel livelier and happier with you around.

"Good times and crazy friends make the best memories." — Unknown

In fact, we've already started preparing the guest room for you. My little brother even offered to lend you his Bluetooth speaker — a rare sign of respect from him! I can already imagine the two of us staying up late, chatting, laughing, and listening to music like the old days. These little things make our friendship so special.

"True friends are never apart — maybe in distance, but never in heart." — Helen Keller

There's also a weekend plan I've been saving just for us. How about a bicycle ride early in the morning followed by breakfast at the famous dhaba near the bypass road? It's peaceful, refreshing, and the parathas are out of this world! It would be a great way to start our day before diving into games, visits, or even light study sessions.

"Life was meant for good friends and great adventures." — Unknown

So don't delay! Pack your bag and let me know your arrival date as soon as possible. I'll personally come to receive you. This summer break will pass quickly, and I want to make the most of it with my best friend by my side.

"The greatest gift of the world is friendship, and I have received it."

Pay my regards to your parents and love to your siblings. Waiting eagerly for your reply!

Yours sincerely,
X.Y.Z.

Letter no 3: Write a letter to your friend sympathizing with him on his failure in the examination.

Examination Hall,
(City) A.B.C.
August 2, 2025.

Dear Friend,
Assalam-u-Alaikum!

I was deeply saddened to hear about the outcome of your recent examination. I can only imagine the weight you must be carrying on your shoulders right now. I want you to know that failure does not define your worth, and this moment does not mark the end of your journey. Rather, it is a part of your growth.

Life does not always go as planned. Sometimes, even when we give our best, we are met with results that disappoint us. But remember, failure is never final unless you give up trying. This phase will pass, and your future still holds many opportunities.

"Success is not final, failure is not fatal. It is the courage to continue that counts." — Winston Churchill

I have always admired your intelligence, your hard work, and your determination. One setback cannot erase the years of effort you have put in. In fact, I believe this experience, as difficult as it may be, will make you even stronger and wiser.

Sometimes, the lessons we learn from failure are the ones that build our character the most. It forces us to reflect, replan, and restart with more clarity and commitment. Do not allow this result to shatter your confidence. You still have the potential to rise above it.

"Our greatest glory is not in never falling, but in rising every time we fall." — Confucius

You must avoid comparing your journey with others. Each person's path is different. What matters is not how fast you reach your goal, but how honestly you pursue it. You have time to regroup and come back stronger than ever before.

Think of all the great minds and leaders who failed at first — Albert Einstein, Thomas Edison, Abraham Lincoln. What made them great was not talent alone, but their refusal to quit. You too can turn this failure into fuel.

"Defeat may test you. It need not stop you." — Richard M. DeVos

Please do not isolate yourself or carry this pain alone. Talk to your parents, your teachers, and your friends. Let them support you. Nobody expects you to be perfect. We only expect you to try again, with courage in your heart.

"It is never too late to be what you might have been." — George Eliot

Even now, you have the chance to rebuild. Start fresh. Organize your time better, focus on your weak areas, and avoid distractions. This next attempt could be the one where everything falls into place.

"Success is the sum of small efforts repeated day in and day out." — Robert Collier

I am always here for you, ready to help in any way I can. I know you will rise again, not in spite of this failure, but because of it. May Allah give you the strength and patience to move forward.

Yours affectionately,
X.Y.Z.

Letter no 4: Write a letter to your mother/father telling her/him why you dislike the hostel life.

Examination Hall,
(City) A.B.C.
August 2, 2025.

Dear Mother/Father,
Assalam-u-Alaikum!

I hope you are doing well and staying in good health. I am writing to you today with a heart full of emotions. Ever since I joined the hostel, I have been trying my best to adjust, but I feel it is time to honestly share what I have been experiencing.

Hostel life is not as pleasant as it seemed from a distance. The routine is strict and tiring, and there is very little time or space to feel at peace. My sleep is often disturbed, and I do not feel fresh during the day. It has started to affect both my health and studies.

"A room should feel collected, not decorated." — Elsie de Wolfe

The biggest thing I miss is the warmth of home. Here, everything feels rushed and mechanical. There is no one to talk to from the heart. Everyone is busy in their own world. In moments of sadness or stress, I feel lost without you by my side.

I miss the simple comfort of your presence, your smile, and even your advice. No one here truly cares about how I feel. Even though I am surrounded by people, I often feel deeply alone. That sense of being understood is completely missing.

"Sometimes, home is not a place. It's a person." — Stephanie Perkins

The food served here is also a challenge. Most days, it is tasteless and not prepared properly. I often skip meals because I cannot eat what is served. I miss your food more than anything. It had love in every bite — something I never appreciated enough until now.

Also, sharing space with people who have completely different habits is not easy. Cleanliness is not maintained. Some stay up late, some make noise, and some never cooperate. It becomes hard to focus or rest. I never imagined I would value silence so much.

"There is nothing like staying at home for real comfort." — Jane Austen

Even the study environment is full of distractions. There is noise in the corridors and a constant sense of pressure. I feel like I am always chasing time but never truly catching up. Despite all efforts, I do not feel satisfied with my progress.

“Silence is one of the great arts of conversation.” — Marcus Tullius Cicero

Please do not take this letter as a complaint but as an honest expression of how I feel. I am truly trying to adjust, but my heart is still at home. I understand your decision and the reasons behind it, and I respect them deeply.

If it is ever possible, I would prefer to return home and continue my studies from there. I believe I would be healthier, more focused, and more at peace in the familiar warmth of our home.

“The magic thing about home is that it feels good to leave, and it feels even better to come back.” — Wendy Wunder

I miss everyone at home terribly. Please take care of yourself and pray for me. I hope to see you soon.

**Your loving son,
X.Y.Z.**

Letter no 5: Write a letter to your mother/father why you like hostel life.

Examination Hall,
(City) A.B.C.
August 2, 2025.

**Dear Mother/Father,
Assalam-u-Alaikum!**

I hope you are doing well and staying in good health. I am writing this letter to tell you something that I have been meaning to share for a while. To be honest, I was nervous before joining the hostel, but now I have started to like hostel life a lot more than I expected.

Living in the hostel has given me a sense of independence and responsibility that I never felt at home. I now manage my own routine, take care of my things, and make daily decisions on my own. This experience is helping me grow not just as a student, but also as a person.

“With freedom comes responsibility.” — Eleanor Roosevelt

At first, I missed home a lot. But gradually, I have adjusted and found comfort in this new environment. The hostel has its own rhythm, and I have made friends who support me like a second family. We study together, share meals, and even help each other when someone falls sick.

The environment here is focused and educational. Everyone is serious about their future, and that motivates me to stay focused too. We have group discussions, healthy competition, and regular tests that help keep us on track.

“Surround yourself with only people who are going to lift you higher.” — Oprah Winfrey

One of the things I enjoy most is the timetable. I now understand how valuable time is. Hostel life has taught me how to wake up early, organize my day, and manage my studies and free time better. I feel much more productive and balanced now.

I also get access to the library and other facilities without distractions. This has improved my reading habits and helped me complete assignments earlier than I used to at home. The peaceful study hours in the evening are especially useful.

“Discipline is the bridge between goals and accomplishment.” — Jim Rohn

I understand that you must miss me at home, and believe me, I miss you too. But I want to assure you that I am happy here and doing well. Please do not worry about me. I eat on time, take care of my health, and keep in touch with home whenever I get the chance.

“Absence sharpens love, presence strengthens it.” — Thomas Fuller

The experience of hostel life is preparing me for the real world. I am learning how to face challenges, solve problems, and live with different people. These lessons will be valuable for my entire life. I feel more confident and ready to take on the future.

“Life begins at the end of your comfort zone.” — Neale Donald Walsch

Thank you for trusting me and giving me this opportunity. Your prayers and love are with me, and I feel their strength every day. I will continue to study hard and make you proud.

**Your loving Son,
X.Y.Z.**

Letter no 6: Write a letter to your father telling him about your health and studies.

Examination Hall,
(City) A.B.C.
August 2, 2025.

Dear Father,
Assalam-u-Alaikum!

I hope this letter finds you in the best of health and high spirits. I am writing to give you an update about my health and studies, and to thank you for your continued support and guidance. Your letters always bring me comfort and strength.

First, Alhamdulillah, I am healthy and doing well. I have adopted a proper routine here in the hostel, which includes regular meals, adequate rest, and light exercise in the mornings. Though I miss home, I am learning to take care of myself independently.

“Health is wealth.” — Ralph Waldo Emerson

Hostel food, as expected, is not as delicious or clean as your home-cooked meals. Still, I try to maintain balance by eating fruits, drinking clean water, and avoiding unhealthy snacks. I have also developed the habit of sleeping early and rising early, which helps both mind and body.

Now coming to my studies — I am happy to report that things are going smoothly. I attend all my lectures regularly and take classwork seriously. After classes, I revise the topics the same day, so they remain fresh in my mind. I have even made a timetable to manage time better.

“Govern thyself, and you shall be able to govern the world.” — Anonymous

Our teachers are very encouraging. They clear all doubts patiently and give us frequent assignments to keep us engaged. I am doing well in Mathematics and English, while I am putting in extra effort for Physics, where I still need more practice.

I have also started using the library in my free time. The calm environment there helps me stay focused, especially during self-study hours in the evening. Group study with a few serious classmates is also helping me gain new perspectives on different subjects.

“The beautiful thing about learning is that no one can take it away from you.” — B.B. King

Your words always echo in my mind — “Focus, discipline, and prayer bring success.” I have tried to follow that sincerely. I avoid wasting time in idle talk or bad company. I remind myself daily that I am here with a purpose and must make each day count.

“Discipline is the bridge between goals and accomplishment.” — Jim Rohn

Thanks to your prayers and blessings, I am mentally and physically stable, and I feel motivated to keep improving. There is still a long way to go, but I am determined not to let you down. Your faith in me gives me strength every single day.

“Behind every young child who believes in himself is a parent who believed first.” — Matthew Jacobson

Please convey my greetings to mother and love to all at home. I miss you deeply and pray that Allah keeps you in the best of health. I will write again soon with more updates.

Your loving son,

X.Y.Z.

Letter no 7: Write a letter to your father for an increase in your monthly allowance.

Examination Hall,
(City) A.B.C.
August 2, 2025.

Dear Father,
Assalam-u-Alaikum!

I hope you are in the best of health and spirits. I always feel a deep sense of comfort and strength when I write to you. Today, I want to discuss something important regarding my monthly expenses, and I hope you will understand my situation with your usual kindness and support.

Father, I want to thank you first for managing all my needs with such care, even while handling many responsibilities at home. I always try to be as careful as possible with money, spending only on necessary items. However, I have recently been finding it difficult to manage everything within the current monthly allowance.

“Gratitude turns what we have into enough.” — Aesop

Prices of even basic items like notebooks, stationery, transport, and food have increased. I often have to compromise on things that are essential for my studies, such as printing assignments or buying books not available in the library. It becomes difficult to handle these things with a limited budget.

I also try to keep my appearance neat, which includes occasional laundry, haircuts, and basic toiletries. These are small things, but they do add up over the course of a month. Sometimes I feel hesitant asking for help from others when my pocket money runs out before the month ends.

“A budget is telling your money where to go instead of wondering where it went.” — Dave Ramsey

Please do not take this request as a sign of carelessness or overspending. I have always valued your hard work and the importance of money. But given the rising costs of living and my increasing academic needs, a small increase in allowance would ease many of these difficulties.

Besides, I try to maintain a balanced lifestyle. I do not spend on luxuries or unnecessary outings. Most of my time goes into study and preparation, and when I do relax, I try to stay within limits. Even a little extra amount would go a long way in managing everything comfortably.

“Frugality includes all the other virtues.” — Cicero

I promise to continue using your money wisely and never take your sacrifices for granted. I know you trust me, and I will never break that trust. I am only asking because I truly need it, not out of greed or desire for leisure.

“Responsibility is accepting that you are the cause and the solution of the matter.” — Anonymous

Please consider my request with an open heart. I understand the value of every rupee you send, and I will make sure every part of it is spent with purpose and care. Your support means the world to me.

“It is not the man who has too little, but the man who craves more, that is poor.” — Seneca

Convey my salaam to mother and love to all at home. I am looking forward to your reply. May Allah keep you safe and always guide me to remain worthy of your love and support.

Your loving son,

X.Y.Z.

Letter no 8: Write a letter to your friend congratulating hm on his brilliant success in the examination.

Examination Hall,
(City) A.B.C.
August 2, 2025.

Dear Friend,
Assalam-u-Alaikum!

I hope this letter finds you in the best of health and high spirits. Today, I am writing not just as your friend, but as someone who is genuinely proud of your outstanding success in the recent examination. Heartiest congratulations on your brilliant result!

The news of your achievement brought me immense joy. It came as no surprise to me, as I have always admired your dedication and consistency. You truly deserved this success, and your hard work has finally paid off.

“Success is no accident. It is hard work, perseverance, learning, and sacrifice.” — Pelé

Your result has not only made your family and teachers proud but has also inspired many of us. It proves that discipline and sincerity always bear fruit. You stayed focused and made sacrifices when others were wasting time.

I still remember the times we studied together. Your passion and clarity of concepts always stood out. Even during the toughest topics, you never gave up. That determination is the true foundation of your success today.

“There are no secrets to success. It is the result of preparation, hard work, and learning from failure.” — Colin Powell

Your success has set an example for all your classmates. You have shown us that nothing is impossible if one stays consistent and motivated. I genuinely hope others around you take this as an opportunity to follow in your footsteps.

I am sure your parents must be overjoyed. Their prayers and your efforts combined have made this moment so special. Do convey my congratulations to them too. I can imagine how proud they must be feeling.

“Behind every young person who believes in himself is a parent who believed first.” — Matthew Jacobson

This achievement is not the end, but only the beginning of a bright journey ahead. I am confident that with the same spirit, you will continue to succeed in every field you enter. Never let this success make you arrogant — stay humble and determined.

“Success is not final, failure is not fatal: it is the courage to continue that counts.” — Winston Churchill

Your result motivates me to push harder too. You have unknowingly reminded me that every hour spent studying is worth it in the end. I have already updated my study schedule to match your energy and focus.

“The only place where success comes before work is in the dictionary.” — Vidal Sassoon

I wish you more milestones and victories in the future. Keep working hard and remain grounded. Once again, congratulations from the bottom of my heart. I hope we meet soon to celebrate your remarkable achievement together.

Yours affectionately,
X.Y.Z.

Letter no 9: Write a letter to your father/mother telling him/her the cause of your failure.

Examination Hall,
A.B.C. (City).
August 2, 2025.

Dear Father,
Assalam-u-Alaikum!

I hope this letter finds you in good health and peace of mind. Writing this letter has not been easy for me, as I know how much you expected from me and how deeply you value education. I am truly sorry to inform you that I could not succeed in my recent examination.

I know this news must have disappointed you, and I fully understand why. You have always supported me with love, guidance, and countless sacrifices. It pains me deeply to tell you that I could not live up to your expectations this time.

“Failure is simply the opportunity to begin again, this time more intelligently.” — Henry Ford

I want to explain honestly the reasons behind my failure. This year, I made the mistake of not managing my time properly. I delayed my preparation, thinking there was enough time left. I let distractions such as unnecessary mobile usage and casual outings get in the way of my studies.

Though I attended classes regularly, I failed to revise daily and did not take my tests seriously. When exams approached, I tried to cover everything in a short time, but by then it was already too late. I now realize how important consistent effort is throughout the year.

“A man may fall many times, but he will not be a failure until he says that someone pushed him.” — Elmer G. Letterman

I do not blame anyone but myself. I made wrong choices, and I must accept the consequences. This failure has taught me a hard but necessary lesson. It has shown me the real value of time, focus, and discipline.

“Mistakes are the portals of discovery.” — James Joyce

I promise you, dear father, that I will not let this setback define me. I am already preparing a daily schedule and seeking help in subjects where I am weak. I have spoken to my teachers, and they are guiding me. I am also keeping away from all distractions now.

“Success is stumbling from failure to failure with no loss of enthusiasm.” — Winston Churchill

I know this letter may not heal your disappointment, but I hope my honesty shows that I am serious about changing. I need your prayers and support more than ever, and I assure you I will rise stronger and wiser.

“Our greatest glory is not in never failing, but in rising every time we fail.” — Confucius

Please give my love to mother and siblings. I will prove through my future results that I have learned from my mistake. May Allah help me fulfill your expectations.

Your loving son,
X.Y.Z.

Letter no 10: Write a letter to your friend condoling with him on his mother's death.

Examination Hall,
(City) A.B.C.
August 2, 2025.

Dear Friend,
Assalam-u-Alaikum!

I was shocked and heartbroken to hear about the passing of your beloved mother. Words feel so small in moments like these, but I still want to express my deepest condolences to you and your family. May Allah grant her the highest place in Jannah and give you the strength to bear this great loss.

Your mother was a kind and graceful woman. Though I met her only a few times, her warmth and gentle presence left a lasting impression on me. I can only imagine the pain you must be feeling. Losing a parent is one of life's hardest trials.

“What we have once enjoyed we can never lose. All that we love deeply becomes a part of us.” — Helen Keller

I know how close you were to her. You always spoke about her with so much love and respect. She was not just your mother but also your guiding light, your support in both sorrow and joy. Her prayers were behind many of your achievements.

Her absence will certainly leave a deep void, but I hope you find comfort in the beautiful memories you created together. Her teachings, kindness, and affection will always stay alive in your heart.

“To live in hearts, we leave behind is not to die.” — Thomas Campbell

Allah tests those whom He loves, and I pray that this trial becomes a source of spiritual strength for you. Remember that even in the darkest times, faith can be a light that guides us toward peace and patience.

“Indeed, we belong to Allah, and indeed to Him we shall return.” — Quran 2:156

Try not to isolate yourself, my friend. Surround yourself with those who care for you. Talk, cry, pray — whatever helps ease your grief. No one can replace a mother, but the love she gave you will always remain with you.

“Grief is the price we pay for love.” — Queen Elizabeth II

If there's anything I can do — a visit, a phone call, or just listening — I am always here for you. You do not have to go through this alone. True friendship reveals its meaning during such times.

“A friend is what the heart needs all the time.” — Henry Van Dyke

Please take care of your health. Your mother would want to see you strong and continuing with life in the way she raised you — with grace, courage, and dignity. You are in my thoughts and heartfelt prayers every day.

“When someone you love becomes a memory, the memory becomes a treasure.” — Unknown

Once again, I offer you my deepest condolences. May Allah forgive her sins, widen her grave, and grant her eternal peace. Ameen.

Yours affectionately,
X.Y.Z.

Letter no 11: Write a letter to your friend about your first day at college.

Examination Hall,
(City) A.B.C.
August 2, 2025.

**Dear Friend,
Assalam-u-Alaikum!**

I hope you and your family are doing well. It has been a while since we last wrote to each other, and I thought it would be the perfect time to share something special — my first day at college. It was an experience filled with excitement, nervousness, and discovery.

From the moment I entered the college gate, I could feel the difference. The environment was completely new. Students were busy moving from one corridor to another, and the whole place buzzed with energy. For a moment, I stood still, taking it all in.

“Every new beginning comes from some other beginning’s end.” — Seneca

I found my way to the orientation room where new students were gathered. A few seniors greeted us kindly and guided us through the campus layout. The teachers introduced themselves and spoke about how college life is a journey of personal growth and responsibility. Their words calmed many of my fears.

The first class I attended was English. The teacher spoke with such clarity and passion that I immediately felt motivated. Unlike school, where we were spoon-fed, college encourages us to think critically and independently. It was refreshing to see that shift.

“The beautiful thing about learning is that no one can take it away from you.” — B.B. King

During the break, I visited the library and the common room. The library was quiet and peaceful, with rows of books I cannot wait to explore. I met a few classmates, and we introduced ourselves. Everyone seemed a bit nervous but eager to begin this new chapter of life.

After the break, I had my mathematics class. It was challenging, but the teacher explained the concepts in an easy and logical manner. I knew I would need to stay focused and organized if I wanted to succeed.

“Success is the sum of small efforts, repeated day in and day out.” — Robert Collier

One of the best parts of the day was meeting new friends. We talked about our goals, shared our experiences from school, and even planned to study together. I am glad I found people with similar interests and dedication toward learning.

“Friendship is unnecessary, like philosophy, like art... It has no survival value; rather it is one of those things which give value to survival.” — C.S. Lewis

As I walked home that day, I felt both tired and inspired. The day had challenged me, but it also excited me about what lies ahead. I know this new journey will demand effort and discipline, but I am ready to give it my best.

“Do not wait until the conditions are perfect to begin. Beginning makes the conditions perfect.” — Alan Cohen

That was how my first day at college unfolded — a mix of learning, meeting new people, and setting new goals. I hope your first day was just as memorable. Do write back soon and share your experience too.

**Your loving friend,
X.Y.Z.**

Letter no 12: Write a letter to your friend about your future plan/professions.

**Examination Hall,
(City) A.B.C.
August 3, 2025.**

**Dear Friend,
Assalam-u-Alaikum!**

I hope you are doing well and staying healthy. It has been a while since we exchanged letters, so I thought of writing to you today about something that has been on my mind for quite some time — my future plans and the profession I hope to pursue.

Choosing a profession is one of the most important decisions in life. It is not just about earning money but about finding purpose and contributing to the world in a meaningful way. After much thought and discussion with my parents and teachers, I have decided to pursue a career in chartered accountancy.

“The future depends on what you do today.” — Mahatma Gandhi

I have always had a deep interest in mathematics and problem solving. I enjoy working with numbers and understanding how systems work. The field of accountancy not only matches my skills but also provides a respectable and promising future.

Chartered accountancy requires hard work, discipline, and a passion for continuous learning. It opens doors to many fields such as auditing, financial analysis, and taxation. I want to build a career where I can help businesses grow ethically and efficiently.

“Success is not the key to happiness. Happiness is the key to success. If you love what you are doing, you will be successful.” — Albert Schweitzer

I know the path will not be easy. The exams are tough, and the journey is long, but I am prepared to give it my best. I have already started preparing my mindset and routine to develop strong study habits and time management.

Apart from academics, I also plan to improve my communication and computer skills. In today's world, professionals need more than just technical knowledge. They must be confident, informed, and adaptable to new changes.

“Opportunities do not happen. You create them.” — Chris Grosser

One of the reasons I am attracted to this profession is the global reach it offers. Many international firms hire chartered accountants from our country. I would love to gain experience abroad and eventually return to contribute to our local economy.

“Go confidently in the direction of your dreams. Live the life you have imagined.” — Henry David Thoreau

Though I have set this goal, I also understand that success depends on hard work and sincerity. I pray to Allah for guidance and strength, and I hope to make my parents proud through my efforts.

“Dreams do not work unless you do.” — John C. Maxwell

Please do write back and share your future as well. I would love to know what you are thinking for your life ahead. My warm regards to your family.

Your loving friend,
X.Y.Z.

Letter no 13: Write a letter to your father asking him about the health of your mother.

Examination Hall,
(City) A.B.C.
August 3, 2025.

Dear Father,
Assalam-u-Alaikum!

I hope this letter finds you in good health and high spirits. It has been a few days since I received any message from home, and I have been feeling quite anxious — especially about dear mother. Please let me know how she is doing now.

When I last spoke to you, you mentioned that she had a slight fever and general weakness. Since then, I have been praying for her speedy recovery. I hope her health has improved and that she is now feeling better and more active.

“The greatest wealth is health.” — Virgil

Here at college, everything is fine. I am attending all my classes regularly and trying to stay focused on my studies. But I must admit, my mind often drifts back home, worrying about mother. Her gentle presence is deeply missed.

She has always been the one to care for everyone in the house, rarely thinking about herself. Now that she is unwell, I can only imagine how difficult it must be for her to take rest. Please make sure she does not overwork during recovery.

“It is health that is real wealth and not pieces of gold and silver.” — Mahatma Gandhi

Father, I request you to take her to the doctor again if needed and ensure she is eating nutritious food. A little time spent in the sun and fresh air may also lift her spirits. Her health means everything to all of us.

“To keep the body in good health is a duty... otherwise we shall not be able to keep our mind strong and clear.” — Buddha

I know you are doing your best to look after her, and I truly appreciate your care. Please remind her not to worry about me. I am doing fine here and trying to eat well and stay healthy too.

“Time and health are two precious assets that we do not recognize and appreciate until they have been depleted.” — Denis Waitley

Tell mother that I miss her delicious meals, her warm hugs, and her soft voice reminding me to stay humble and pray. Those little things have become my biggest treasures while living away from home.

“Sometimes, the smallest things take up the most room in your heart.” — A.A. Milne

May Allah grant her full Shifa and keep you both safe and happy. Please write back soon and update me about her health in detail. My salam to mother, and love to my siblings.

Your loving son,
X.Y.Z.

Letter no 14: Write a letter to your friend to borrow books from him.

Examination Hall,
(City) A.B.C.
August 4, 2025.

Dear Friend,
Assalam-u-Alaikum!

I hope this letter finds you in the best of health and high spirits. It has been a while since we last met, but I have heard from a classmate that you are doing quite well in your studies. I am proud of your progress and dedication.

The reason I am writing today is to request a small favour from you. As you know, our exams are approaching fast, and I am currently trying to collect study materials to strengthen my preparation. Unfortunately, some of the books I need are not available in the library, nor can I afford to purchase them all right now.

“A friend is someone who knows the song in your heart and can sing it back to you when you have forgotten the words.” — C.S. Lewis

I remember that you had a few excellent reference books for English and Physics that I once borrowed briefly. If you are not currently using them, I would be extremely grateful if you could lend them to me for a couple of weeks.

Your books always contain helpful notes and important markings that make revision easier. I am confident that they will help me understand several topics more clearly and allow me to attempt the paper with more confidence.

“Books are a uniquely portable magic.” — Stephen King

Do not worry, I will handle your books with great care and return them in the same condition you gave them. I understand the importance of keeping one's books clean and well preserved.

I assure you that I will not keep them for too long. As soon as I am done revising the topics I am weak in, I will return them without delay. I know you also need time to revise, and I will not cause any disturbance to your own schedule.

“Kindness is a language which the deaf can hear and the blind can see.” — Mark Twain

I hope you will not mind this request, and I would truly appreciate your generosity and understanding. It is during times like these that we realize how valuable friends really are.

“The only way to have a friend is to be one.” — Ralph Waldo Emerson

Please do let me know your decision as soon as possible so I can plan my study routine accordingly. Even if it is not possible, I completely understand and respect your situation.

“True friendship multiplies the good in life and divides its evils.” — Baltasar Gracián

Convey my warm regards to your parents and love to your younger siblings. I hope to meet you soon and study together if time allows.

Your loving friend,
X.Y.Z.

Letter no 15: Write a letter to your sister thanking her for gift.

Examination Hall,
(City) A.B.C.
August 4, 2025.

**Dear Sister,
Assalam-u-Alaikum!**

I hope this letter finds you in the best of health and happiness. I received your parcel yesterday, and I cannot express in words how delighted I was to open it and find such a beautiful gift inside.

Thank you so much for the thoughtful present. The wristwatch you sent is not just elegant, but also practical. I had been thinking of getting one for quite some time, and your gift arrived at the perfect moment. I wear it every day now and have already received many compliments on it.

“The manner of giving is worth more than the gift.” — Pierre Corneille

More than the item itself, it is your love and affection behind the gift that makes it truly special. I could feel your care in the way you packed it and included a handwritten note. Reading your words brought tears to my eyes and made me miss you even more.

Even though we are apart, gestures like these remind me that the bond between siblings is strong and full of warmth. You have always been generous and kind-hearted, and I feel lucky to have a sister like you.

“Siblings: children of the same parents, each of whom is perfectly normal until they get together.” — Sam Levenson

I showed your gift to my roommates and classmates, and everyone was impressed. Some of them even said I must have the most caring sister in the world. Of course, I agreed proudly.

Here at college, things are going fine. I am trying to stay consistent in my studies and maintain a good routine. Your gift has made my days brighter, especially during stressful hours of work and preparation.

“A gift consists not in what is done or given, but in the intention of the giver.” — Lucius Annaeus Seneca

Every time I look at the watch, I am reminded of the love that binds us. It also helps me stay punctual and organized. You know me well — and your choice proves that once again.

“It is not how much we give, but how much love we put into giving.” — Mother Teresa

I will take great care of this gift and always treasure it. You made my week, and I am so grateful for that. Please do visit me whenever you get the chance. Your presence would mean more than any gift.

“Sometimes, the smallest things take up the most room in your heart.” — A.A. Milne

Give my love to everyone at home. I miss you dearly and pray for your success and happiness always.

**Your loving brother,
X.Y.Z.**

Letter no 16: Write a letter to your father telling him about your progress in December test.

**Examination Hall,
(City) A.B.C.
December 28, 2025.**

**Dear Father,
Assalam-u-Alaikum!**

I hope you are doing well and that this letter reaches you in the best of health and spirits. I am writing to inform you about the result of my December monthly test and how I have been performing in my studies lately.

Alhamdulillah, I have shown good progress compared to the previous tests. I have tried to stay consistent and focused throughout the month. I studied regularly, completed all assignments, and revised my daily lectures without delay. This helped me feel confident when the tests arrived.

“Success is the sum of small efforts repeated day in and day out.” — Robert Collier

In English, I scored 90 out of 100. My teacher appreciated the improvement in my grammar and vocabulary. I made an effort to read more and write practice essays, which really helped in both comprehension and expression.

In Mathematics, I scored 95 marks. This was the highest in the class, and the teacher praised my clarity and steps. I practiced daily and solved past paper questions to sharpen my speed and accuracy.

“Practice is the hardest part of learning, and training is the essence of transformation.” — Ann Voskamp

In Physics, I achieved 83 marks. Although the score is decent, I lost some marks in numericals due to a few careless mistakes. I have already started revising those areas to improve before the next test.

Chemistry went well too — I got 88 marks. The teacher especially liked my structured answers. My conceptual understanding is becoming stronger now, thanks to consistent revision and the use of helpful diagrams.

“The expert in anything was once a beginner.” — Helen Hayes

I know there is always room for improvement, so I will continue working hard in the coming months. My goal is to raise my weakest subjects and maintain consistency in the rest. I also plan to increase my time for self-study after the winter break.

“Discipline is the bridge between goals and accomplishment.” — Jim Rohn

I hope you are satisfied with my performance so far. Your prayers and support mean the world to me and have kept me motivated. I will do my best to improve further and make you proud.

Please convey my regards to mother and love to everyone at home. Keep me in your prayers, especially for the final exams approaching in March.

Your loving son,
X.Y.Z.

Letter no 17: Write a letter to your father about your progress in studies.

Examination Hall,
(City) A.B.C.
August 4, 2025.

Dear Father,
Assalam-u-Alaikum!

I hope this letter finds you in good health and high spirits. I am writing to update you on my progress in studies and to express my gratitude for your continuous guidance and support.

Alhamdulillah, I am doing well in academics. With the start of this new academic term, I have committed myself to a consistent study schedule. I attend all my classes regularly and revise every lecture on the same day. This habit has helped me stay ahead of the course and understand the concepts better.

“The secret of getting ahead is getting started.” — Mark Twain

In English, I am improving my grammar and vocabulary. I have begun writing short essays and letters weekly to strengthen my expression. My teacher appreciated my recent assignment and encouraged me to keep practicing.

Mathematics has always been one of my favorite subjects. I solve extra exercises from past papers and guides, which has increased my speed and confidence. Recently, I scored full marks in a class test, and the teacher even shared my solution with the class as a model.

“Success usually comes to those who are too busy to be looking for it.” — Henry David Thoreau

In Science subjects, I try to focus more on understanding concepts than just memorizing. For Physics, I use visual diagrams and numerical practice. In Chemistry, I make short notes and flowcharts. Both strategies are helping me retain the material effectively.

I also dedicate some time each week to reading books from the college library. This not only enhances my knowledge but also improves my concentration and discipline. Quiet reading hours have become a peaceful and productive part of my routine.

“The beautiful thing about learning is that no one can take it away from you.” — B.B. King

Thanks to your advice, I avoid wasting time on mobile games or idle talk. Instead, I use that time to revise or quiz myself. I have also joined a small group of serious students, and our group studies have helped clear many doubts.

“Discipline is the foundation upon which all success is built.” — Jim Rohn

Please continue to pray for my success. I want to make you proud by showing steady progress and excellent results. Your encouragement gives me the strength to overcome all challenges. I am confident that with your blessings, I will do even better in the future.

Give my regards to mother and love to my younger siblings. I look forward to hearing from you soon.

Your loving son,
X.Y.Z.

Letter no 18: Write a letter to your friend requesting him to lend you his English book for a few days.

Examination Hall,
(City) A.B.C.
August 5, 2025.

Dear Friend,
Assalam-u-Alaikum!

I hope this letter finds you in the best of health and good spirits. It has been a while since we last met, but I always remember our enjoyable time together in the classroom and beyond. I am writing to make a small but sincere request.

As you know, our final term preparation has begun in full swing. I am trying to revise all subjects properly, but I am facing a small issue with my English preparation. Unfortunately, I have misplaced my English textbook. I searched for it everywhere in my room and even asked my classmates, but it is nowhere to be found.

“Books are a uniquely portable magic.” — Stephen King

Since I remember you had an extra copy of the same book, I was wondering if you could kindly lend it to me for a few days. I promise to take great care of it and return it to you as soon as my revision is complete. Your help in this regard would really ease my burden and help me stay on track with the English syllabus.

At the moment, I am unable to afford a new copy, and the college library copies are already issued to other students. This book is important for me to prepare both the prose and the poetry sections properly. Without it, I am afraid I might fall behind.

“A friend is one who overlooks your broken fence and admires the flowers in your garden.” — Unknown

You have always been generous and supportive. I still remember how we used to discuss difficult essays together and help each other before tests. Your cooperation in this matter would not only help me but also motivate me to keep up my performance.

“It is one of the blessings of old friends that you can afford to be stupid with them.” — Ralph Waldo Emerson

Also, I will make notes from the book and share them with you as a thank you. That way, you too can revise quickly before exams. I know how much we both want to do well this year and make our families proud.

“Helping one person might not change the whole world, but it could change the world for one person.” — Anonymous

Please let me know if I can come over to collect it, or if you prefer handing it over at college. I would be extremely grateful for your cooperation and support in this crucial time.

“The only way to have a friend is to be one.” — Ralph Waldo Emerson

Give my regards to your parents and best wishes to your younger siblings. Waiting for your kind reply eagerly.

Your loving friend,
X.Y.Z.

Letter no 19: Write a letter to your younger brother advising him how to improve English language.

Examination Hall,
(City) A.B.C.
August 6, 2025.

Dear Brother,
Assalam-u-Alaikum!

I hope this letter finds you in the best of health and high spirits. I was glad to hear that you have taken a strong interest in improving your English. I am writing this letter to guide you on how to do so in an effective and enjoyable way.

English is not just a subject but a language of communication, knowledge, and opportunity. The better you get at it, the more confident you will feel in both academics and daily life. The journey to improve it takes patience, consistency, and smart effort.

“Language is the road map of a culture. It tells you where its people come from and where they are going.” — Rita Mae Brown

The first and most important step is to build your vocabulary. Try to learn five new words daily. Write them in a notebook, look up their meanings, and use each in a sentence. Over time, these words will become part of your natural speaking and writing style.

Reading is equally important. Make a habit of reading English newspapers, short stories, or even comics if you enjoy them. Reading improves your sentence structure, grammar, and imagination.

“Today a reader, tomorrow a leader.” — Margaret Fuller

You should also start writing daily. Keep a journal or diary in English. Even a paragraph every day will help. You can write about your day, a movie you watched, or your thoughts. This will sharpen your expression and grammar.

To improve speaking, try to converse in English with friends or even with yourself in front of a mirror. Listening to English news, podcasts, or audiobooks will also help you grasp pronunciation and accent.

“Practice does not make perfect. Only perfect practice makes perfect.” — Vince Lombardi

Do not be afraid of making mistakes. Every error you make is a step towards improvement. Ask your teachers for feedback and always revise what you learn. Make flashcards, mind maps, and use online apps to make learning fun.

“Mistakes are proof that you are trying.” — Jennifer Lim

Also, focus on grammar rules gradually. Memorize basic tenses, parts of speech, and sentence structures. Once you understand the logic behind them, applying them will become easier.

You are smart and capable, and I am confident that with consistent effort, you will master English in no time. I will send you some links to free online resources and books that can support your practice.

“Success is the sum of small efforts repeated day in and day out.” — Robert Collier

Keep working hard and keep believing in yourself. I am always here to support and guide you whenever you need help.

**Your loving brother,
X.Y.Z.**

Letter no 20: Write a letter to your younger brother telling him the evils of cramming.

Examination Hall,
(City) A.B.C.
August 6, 2025.

Dear Brother,
Assalam-u-Alaikum!

I hope this letter finds you in the best of health and peace of mind. I was glad to hear that you have started preparing seriously for your exams. However, I also learned from mother that you have been depending too much on cramming. That worried me, so I felt it was necessary to share some thoughts.

Cramming, or rote memorization, may give temporary results, but it never leads to true understanding. When you cram, you simply stuff information into your mind without fully grasping the meaning or logic. As a result, the knowledge fades away quickly, and you find yourself blank during exams.

“Learning is not attained by chance, it must be sought for with ardor and attended to with diligence.” — Abigail Adams

More importantly, cramming kills curiosity and makes studies a burden rather than a joy. You might pass a paper or two by memorizing answers, but you will never develop the ability to think, apply, or create — skills that are essential for real success.

Instead of cramming, focus on understanding the core concepts. Read your textbooks slowly and carefully. Ask questions. If something seems difficult, take help from your teachers or seniors. Make notes in your own words so you can revise and remember better.

“Education is not the learning of facts, but the training of the mind to think.” — Albert Einstein

Developing understanding takes time, but it is always worth it. When you understand a subject, you can explain it in your own words, apply it to different situations, and remember it for life. That is real learning.

I also suggest that you test yourself frequently. Solve past papers, write summaries, and explain topics aloud as if you are teaching someone else. This method strengthens your memory and boosts your confidence.

“Tell me and I forget. Teach me and I remember. Involve me and I learn.” — Benjamin Franklin

Cramming also increases anxiety. You live in constant fear of forgetting. True preparation, on the other hand, gives you peace of mind. You know you have learned something, not just stored words like a parrot.

“Repetition makes reputation and reputation makes customers.” — Elizabeth Arden

Examinations may come and go, but your understanding stays with you forever. So choose wisely between short-term scores and long-term wisdom.

“The roots of education are bitter, but the fruit is sweet.” — Aristotle

I hope you take this advice seriously. Make your studies meaningful, and they will become your strength. I am always here if you need help or guidance.
Your loving brother,
X.Y.Z.

Letter no 21: Write a letter to your father requesting him to allow you to join the educational tour.

Examination Hall,
(City) A.B.C.
August 7, 2025.

Dear Father,
Assalam-u-Alaikum!

I hope this letter finds you in the best of health and happiness. I am doing well and trying my best to perform in both studies and discipline. Today, I am writing to seek your kind permission regarding something that means a lot to me.

Our college is arranging an educational tour next month. It will cover various historical and scientific places, including the National Museum, Science and Technology Park, and some famous universities. I am very interested in participating, as this trip will provide valuable learning beyond textbooks.

“The world is a book and those who do not travel read only one page.” — Saint Augustine

This is not just a recreational trip. It is designed with academic value and learning in mind. Our teachers will accompany us, and proper arrangements for accommodation, transport, and food have been made by the college. The trip will be three days long and supervised throughout.

It is a great chance to witness in real life the things we only read in books. Visiting such places will deepen our understanding of subjects like history, geography, and science. I believe this experience will enhance my knowledge and curiosity.

“Learning never exhausts the mind.” — Leonardo da Vinci

Moreover, it will also help develop confidence and communication skills, as we will interact with students from other colleges and guides at different institutions. Educational tours are known to make learning engaging and effective.

The total cost is reasonable, and I assure you that I will spend responsibly. I have already submitted the initial form, and I need to confirm my participation by the end of this week.

“Education is not preparation for life; education is life itself.” — John Dewey

I know that you always encourage me to take part in useful activities that add to my growth. I promise to behave responsibly during the trip and follow all the instructions of our teachers. I will also keep in touch with you regularly during the tour.

“Travel, in the younger sort, is a part of education.” — Francis Bacon

This opportunity comes once a year, and I would not want to miss such a meaningful and enjoyable experience. Your permission will make me more confident and happier.

“Tell me and I forget, teach me and I may remember, involve me and I learn.” — Benjamin Franklin

I hope you will allow me to join this educational tour. Please convey my salam to mother and love to younger siblings.

Your loving son,

X.Y.Z.

Letter no 22: Write a letter to your friend advising him to participate in games and physical activities.

Examination Hall,
(City) A.B.C.
August 8, 2025.

Dear Friend,
Assalam-u-Alaikum!

I hope this letter finds you well and in high spirits. I received your last letter and was happy to know about your academic progress. However, I was surprised to learn that you hardly participate in any games or physical activities. That deeply concerned me.

You are one of my closest friends, and I truly care about your well-being. That is why I want to sincerely advise you to take some time out for physical activities along with your studies. Health and fitness are equally important as grades. A sound body helps maintain a sound mind.

“All work and no play makes Jack a dull boy.” — Proverb

Our bodies are like machines. If we do not use them regularly, they become weak and unfit. Playing games not only keeps us physically strong but also improves our concentration and reduces mental stress. It brings balance to our lifestyle.

These days, students often spend hours sitting indoors, either studying or using mobile phones. This habit leads to tiredness, poor posture, and even depression in the long run. Just an hour of daily physical activity can do wonders for health.

“Take care of your body. It’s the only place you have to live.” — Jim Rohn

Sports and games also teach valuable life lessons. They develop discipline, patience, teamwork, and the spirit of fair competition. These qualities are essential in both personal and professional life. They prepare us for challenges and failures.

Moreover, regular participation in games sharpens reflexes and boosts energy levels. Whether it is football, cricket, running, or even walking — every bit of movement matters. It is far better than spending hours doing nothing useful.

“It is exercise alone that supports the spirits and keeps the mind in vigor.” — Marcus Tullius Cicero

I have made it a habit to walk in the morning and play table tennis in the evening. This keeps me fresh and improves my study performance. I feel more active and mentally alert throughout the day. You should try this too.

“Physical fitness is not only one of the most important keys to a healthy body, but also the basis of dynamic and creative intellectual activity.” — John F. Kennedy

If you wish, we can even start a fitness routine together during the upcoming holidays. I am sure you will enjoy it once you begin. Start slowly and consistently, and you will see the change within a few weeks.

“The groundwork for all happiness is good health.” — Leigh Hunt

Take my advice seriously, dear friend. Do not ignore your health for temporary comforts. A fit and active body leads to a more focused and successful life.

Convey my warm regards to your parents and love to younger ones.

Your loving friend,
X.Y.Z.

Letter no 23: Write a letter to your friend to improve in his studies.

Examination Hall,
(City) A.B.C.
August 9, 2025.

Dear Friend,
Assalam-u-Alaikum!

I hope you are doing well and enjoying good health. I received your letter yesterday and was happy to hear about your participation in co-curricular activities. However, I felt concerned to know that you have been neglecting your studies lately.

I have always known you to be a smart and capable student. But even the brightest minds need consistent effort and dedication to succeed. Without focus and hard work, talent alone cannot take us far. That is why I thought it necessary to write to you with a few words of advice.

“Success is the sum of small efforts, repeated day in and day out.” — Robert Collier

I understand that sometimes we lose interest or get distracted by other things, but remember, this is the most important phase of our academic journey. What we do now will shape our entire future. You should treat your studies with seriousness and discipline.

You may find some subjects boring or difficult, but that is no excuse to give up. Divide your time wisely and revise lessons regularly. Even giving two to three focused hours daily can make a huge difference over time. Avoid delaying work until the last moment.

“Discipline is doing what needs to be done, even when you do not want to do it.” — Unknown

Try making a simple timetable and follow it honestly. Break your tasks into small goals and reward yourself when you achieve them. This keeps motivation high and makes learning more manageable.

Also, try to avoid distractions like excessive screen time or late sleeping habits. A peaceful mind and a healthy body go a long way in improving academic performance. Do not hesitate to ask teachers or friends for help when needed.

“The expert in anything was once a beginner.” — Helen Hayes

You have great potential in you. All you need is consistency, and the results will follow. Imagine the joy your parents will feel when they see you succeed with flying colors. That alone is a reason enough to push harder and stay committed.

“The future depends on what you do today.” — Mahatma Gandhi

I hope you take my advice positively and seriously. It comes from a friend who truly cares about you and your future. Start today, and you will thank yourself later.

“Success usually comes to those who are too busy to be looking for it.” — Henry David Thoreau

Do write back soon and let me know how things go. Convey my regards to your parents and love to your younger siblings.

Your loving friend,
X.Y.Z.

Letter no 24: Write a letter to your friend to attend marriage ceremony.

Examination Hall,
(City) A.B.C.
August 9, 2025.

Dear Friend,
Assalam-u-Alaikum!

I hope this letter finds you in the best of health and happiness. It has been quite a while since we last met, and I have missed your cheerful presence. I am writing today with a special reason that I hope will bring us together again soon.

By the grace of Almighty Allah, the wedding of my elder sister has been fixed for the 20th of this month. The entire family is busy making arrangements, and there is a festive mood all around. It is going to be a grand celebration, and I cannot imagine it without you.

“Happiness is only real when shared.” — Christopher McCandless

You have always been a part of our joys and sorrows, and your presence will add color to this special occasion. From the dholki nights to the mehndi and baraat, each event is planned with care and excitement. You must come and enjoy every moment with us.

Our cousins are also coming from different cities, and we are planning to perform group dances and enjoy late-night preparations. You will love the decorations, music, and the delicious food we have arranged for the guests.

“The best things in life are the people we love, the places we’ve been, and the memories we’ve made along the way.” — Unknown

There will also be a photography corner and games for youngsters, so you will not have a single dull moment. I still remember how much fun we had at my cousin’s wedding last year. I am sure this one will be even more memorable.

We have arranged a separate guest room for you, so you will be completely at ease. My parents are especially looking forward to meeting you. I have told them you will be coming, and they are already preparing your favorite dishes.

“Good company in a journey makes the way seem shorter.” — Izaak Walton

Make sure to bring your traditional clothes because you must participate in the functions actively. We will capture beautiful memories together and laugh the way we always do.

Please confirm your arrival a few days earlier, so I can come and receive you myself. I am eagerly looking forward to seeing you after such a long time.

“Life is not measured by the number of breaths we take, but by the moments that take our breath away.” — Maya Angelou

Give my regards to uncle and auntie, and love to your younger siblings. Waiting eagerly for your reply and hoping to meet you soon.

Your loving friend,
X.Y.Z.

Letter no 25: Write a letter to your friend about your favourite game.

Examination Hall,
(City) A.B.C.
August 10, 2025.

Dear Friend,
Assalam-u-Alaikum!

I hope you are doing well and enjoying good health. I received your letter last week and was pleased to read about your new interest in outdoor games. In this letter, I would like to tell you about my favourite game, which is cricket.

Cricket is not only my favourite pastime, but also a passion that brings me great joy and excitement. I have loved it since childhood. Whether I am playing with friends in the street or watching international matches on television, it always thrills me.

“Sports do not build character. They reveal it.” — Heywood Hale Broun

I play as an all-rounder in my school team. I enjoy both batting and bowling, and fielding is something I take seriously. The feeling of hitting a six or taking a wicket is hard to describe. It gives a sense of achievement and boosts confidence.

Apart from being entertaining, cricket also teaches discipline, teamwork, and patience. A good cricketer must be mentally strong, physically fit, and emotionally balanced. These values are not only useful in the game but also in everyday life.

“The strength of the team is each individual member. The strength of each member is the team.” — Phil Jackson

I follow many national and international players. My favourite cricketer is Babar Azam. His calm style, perfect timing, and leadership inspire me a lot. I try to learn from his techniques and apply them in my own game.

Cricket also brings people together. Whether it is a World Cup or a local tape-ball match, it creates an atmosphere of unity and celebration. Everyone forgets their worries and enjoys the game with full energy.

“Sports teaches you character, it teaches you to play by the rules.” — Billie Jean King

I usually play in the evening after finishing my studies. It keeps me active and refreshed. It also improves concentration, which helps me in academics. Even watching matches sharpens observation and analytical thinking.

Recently, I bought a new cricket bat with my saved pocket money. It has improved my batting, and I am practicing daily to polish my strokes. I plan to join a cricket academy soon to receive professional coaching.

“Success is no accident. It is hard work, perseverance, learning, and most of all, love of what you are doing.” — Pelé

I wish you would also join me in playing cricket. It would be great fun to have you on the team. Let me know if you start playing, and we can even plan a match together.

Give my greetings to your parents and love to your siblings. Write back soon.

Your loving friend,
X.Y.Z.
