

Pune St. Xavier's School  
NOTICE

11 Oct 20XX

Slogan Writing competition

All the students of our school are here by ~~in~~ informed ~~our school~~ that our school is organizing and slogan writing competition. The students who ~~were~~ ever want to take part in this competition can give their ~~to~~ name before 14 Oct 2021. The competition will be held in our school at 10 am ~~in~~ on 15 Oct 2021.

Piyush  
(cultural secretary)

Mihel's apartment  
Khordha, Bhubaneswar

11 Oct 20XX

Dear brother

I hope that you would be fine. This is a letter to inform you that in Kolkata there is a Dushera celebration. There will be many events will be occurring and I am participating in one of them. So, I also want you to come and join with ~~to~~ me in the Dushera celebrations. We will have many games over there in the mela and we will have a lot of celebration and fun. We will have fun for 3 days from 13 Oct 2021 to 15 Oct 2021. I hope that you will come and join with me in the Dushera celebrations.

Your lovingly  
Shreyas