

Your address

Date

Receiver's address

Dear Friend's Name,

Hey! I hope you are doing fine and everyone in your family is in good health. I got to know that there is inter college singing competition at your university. But James told me you are not participating in the competition. I know, my friend, that you are focusing more on studies but at the same time, extracurricular activities are equally important. I think you should participate in this completion. I know that you are a great singer and you have won so many times. I am not asking you to skip your lectures but you can practice after lectures. And exams are 4 months later and this competition is next month. I truly want that you should participate and believe that. I am sure that you perform your best in the competition.

Do write back to me if you need any help of mine. Looking forward to hearing from you soon with a piece of good news as I know you will be the best performer.

Yours lovingly,

XYZ (your name)