Letter

Letters are messages and are usually series of exchanges between two people or parties. In the letter, one can express one's thoughts and ideas freely.

Letters are of two types.
(a) Social Letters: which are also called Informal letters.
(b) Business Letters: which are also called Formal letters.

Style Of Informal Letter

(a) informal and related to personal matters

(b) language is easy and in a conversational style

(c) spontaneous composition

(d) touches on many subjects and in any order

Layout Of An Informal Letter

(a) The Heading consists of:

    i. The writer's address and
   ii. The date

(b) The courteous Greeting or Salutation

(c) The Communication or Message-the body of the letter

(d) The Subscription, or courteous Leave-taking or Conclusion

(e) The Signature

Layout In Detail

Let us now discuss these parts in detail.

a) The Heading: Heading, which is written on the left, informs
i. From where the letter was written-(Address)
ii. When the letter was written-(Date)

b) The date is also written on the left.
Example:
6, North Usman Road
Chennai Tamilnadu

June 4, 2005

(c) Salutation or greeting: It depends on the level of intimacy the writer shares with the person addressed to: (i) For a member of the family: Dear Mother/ Father/ Brother
(ii) For a friend: Dear Vivek/ Mona
(iii) For acquaintances & strangers: Dear Mr. Ram/ Singh/ Dr. Goswami

d) Message or Body of the letter: It is divided into three parts:
(i) Introduction
(ii) Body
(iii) Conclusion

(e) Subscription or leave-taking: It is the polite way of closing a letter. The expression used here should relate to the salutation.
(i) For members of the family: 'Yours affectionately/ lovingly' or 'Your affectionate son/ daughter/ brother/ sister'
(ii) For a friend: 'Yours sincerely'
(iii) For acquaintances or strangers: 'Yours truly' or 'Yours sincerely'

(f) Signature (Name of the writer): It is written beneath the subscription. There is no need to put full signature in personal letters. However, while writing to strangers, one must mention one's full name.

Detailed Layout With Sample Letter

401/7, Urban Estate,
Gurgaon   (Sender's Address)

4 July 2009   (Date)

Dear Sachin,   (Salutation)

We are very happy to learn that you have been promoted to class VIII and also got a seat in the hostel. We feel proud of you. We know that you are a keen sportsman and a debator. Such activities constitute complete education. It is good to make all around progress. But let me tell you one thing. Your first and foremost duty is to study. Try to maintain a balance between your studies and extra-curricular activities. We are sure that you will follow our advice.
                         (Body of the letter)

Your loving brother,   (Subscription)
Hari Prasad   (Name of the writer)

Points To Remember

a) The Heading of the letter, which includes sender's address and date, should be written on the left hand side of the letter.

b) The salutation or greeting should begin from the left side margin just below the date.

c) Begin the body of the letter in a warm and interesting manner and end it on a polite or hopeful note.

d) There is no apostrophe in 'Yours'.

Sample 1

A letter from Abhishek to his friend Ronny, telling him about his classmates in a new school.

F-54, Safdarjung Enclave
New Delhi -23

March 3, 2005

Dear Ronny,

You will be glad to know that I have taken admission in a good private school here. I am trying to adjust to the new surroundings and I have already made a few friends. They are sweet and cooperative. One of them, Rahul, resembles you not only in appearance but also in nature. Sushant is an excellent tennis player. Praveen is a brilliant debater, but I do not like the class captain. He is quite rude and arrogant.
On the whole, the school is quite nice. The teachers are really impressive. I shall write to you in detail in my next letter. However, I still miss my old surroundings and you.
Pay my regards to your parents.

Yours sincerely,
Abhishek

1. *Write a letter to your friend sharing the experience of online class in present situation.*