

FORMAL LETTER



Formal letters — These are:

- Business or official letters (for making enquiries, registering complaints, asking for and giving information, placing orders and sending replies).
- Letters to the Editor (giving suggestions on an issue).
- Letters to the Head of the institution.
- Application for job.

Format for Writing a Formal Letter:

1. **Sender's address:** On the left side of the page, just next to the margin, write the sender's address/ contact details.
2. **Date:** Below the sender's address write the date after leaving one line.
3. **Receiver's address:** After date, write the address of the recipient (the Officer / Principal / Editor).
4. **Subject of the letter:** Here you have to mention the main purpose of the letter in 4 - 5 words.
5. **Salutation:** Respected Sir / Madam
6. **Body:** Here you have to explain the matter of your letter. Body of letter must be divided into 3 paragraphs as follows:
 - First Paragraph: Introduce yourself and the purpose of writing the letter in brief.
 - Second Paragraph: It should include the matter in detail.

- Third Paragraph: Here you have to conclude your letter by mentioning the conclusion or solution.

7. Complimentary Closing:

Thanking you.

Yours faithfully, Yours sincerely

8. Sender's name and designation

Format of the Letter:

Sender's address

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Kamala Nagar
Bungalow Road
Delhi

Address of the addressee

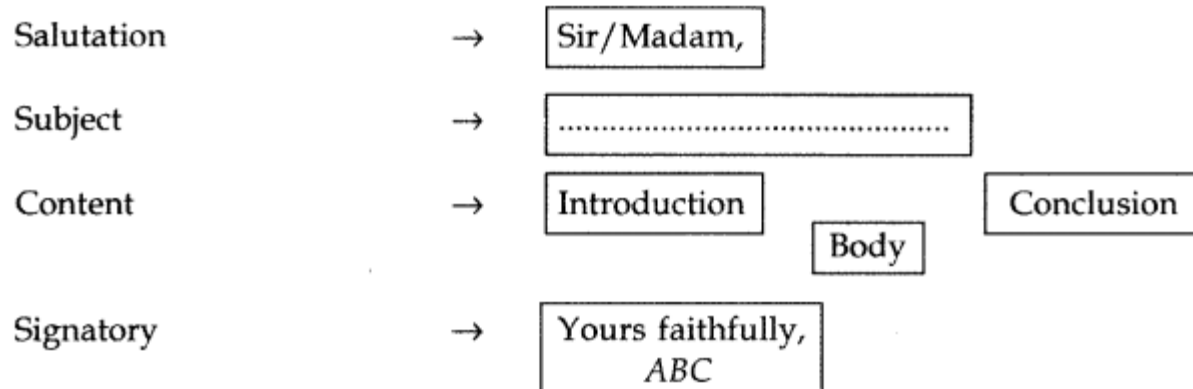
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Date

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Sample

Q) Everyday you are late to school by fifteen minutes. Your school bus is stuck in a traffic jam near Chakdaha Chowrasta. Alongwith own ideas, write a letter to the editor of a newspaper highlighting this problem and suggesting some remedy for it.

A) Pumlia, Chakdaha

14 September 2020

The Editor
The Hindustan Times
Kolkata

Subject: Chaotic Traffic Condition

Sir

Through this letter of mine, I wish to draw the attention of the authorities towards the problems faced by students everyday. We reach our school fifteen minutes late as our school bus gets stuck in a traffic jam near Chakdaha Chowrasta. People park their vehicles in a haphazard way. Shopkeepers crowd the roads. There is a traffic signal at that crossing but people do not follow it.

It is my humble request that a parking area should be allotted so that people can park their vehicles in a proper way. Shopkeepers can sit in a queue and that too on the footpath and not on the road. And last but not the least, a police-picket should be there at the crossing to make people follow the rules and regulations. I hope you'll publish this letter in your esteemed newspaper so that some actions can be taken in this matter.

Thanking you.

Yours sincerely

Akriti

Question for practice:

1. Write a **letter to the Mayor of your city** seeking a solution to the problem of water logging in your area.
2. Write a letter to the **Municipal Officer** demanding a Garbage Bin in your area.

