



Class: VIII

Sub: ENGLISH

Date: 03.05.2020

Formal Letter 2020-21

Formal Letters

A formal letter is one written in a formal and ceremonious language and follows a certain stipulated format. Such letters are written for official purposes to authorities, dignitaries, colleagues, seniors, etc. and not to personal contacts, friends or family. A number of conventions must be adhered to while drafting formal letters. So, let us take a look at a sample format of a formal letter.

Sender's Address

The sender's address is usually put on the top left hand corner of the page. The address should be complete and accurate. (without name)

(space)

Date

The sender's address is followed by the date just below it after leaving a line. It should be in complete British format.

(space)

Receiver's Address

After leaving a line, we write the receiver's address on the left side of the page. Make sure you write the official title/name/position etc of the receiver, as the first line of the address.

(space)

Subject

After receiver's address comes the subject of the letter. In the left side of the page write 'Subject' followed by a colon. It should be a phrase and shouldn't be a sentence. Underline the subject

(space)

Greeting / Salutation

This is where you greet the person you are addressing the letter to. Bear in mind that it is a formal letter, so the greeting must be respectful and not too personal. The general greetings used in formal letters are “Sir” or “Madam”.

(leave a line)

Body of the Letter

This is the main content of the letter. It is either divided into three paragraphs. The purpose of the letter should be made clear in the first [paragraph](#) itself. The tone of the content should be formal. Do not use any flowery language. Another point to keep in mind is that the letter should be concise and to the point. And always be respectful and considerate in your [language](#), no matter whatever be the subject of your letter.

(leave a line)

Closing the Letter

At the end of your letter, we write a complimentary closing. Write the words ‘Thanking You’ first followed by the words ‘Yours Faithfully’ or ‘Yours Sincerely’.

Signature

Here finally you sign your name. And then write your name in block letters beneath the [signature](#).

Sample Letter

Question: You are Amar / Sheela, a student of T.D Public School, Delhi. You are concerned about the water logging in your area during rainy season. Write a letter to the editor of a newspaper highlighting the need to improve the condition of roads.

Answer:

T D Public School

Vishaal Nagar

New Delhi

24 April, 2020

The Editor

The Hindustan Times

New Delhi-110022

Subject: Water Conservation.

Respected Sir/ Madam,

I am Sheela, student of S.M. Public School, Delhi, class 10. Through the editorial columns of your esteemed newspaper, I wish to draw the kind attention of the concerned authorities regarding the poor condition of roads. During the rainy season, there is water logging everywhere, which makes it difficult for the commuters to walk or ride their bicycle or car even.

It is extremely dangerous for people to come out of their house during rainy season as there are pot holes on the road which further lead to accident. Not only accidents become a concern but for people living near such areas are also at risk due to the born of various diseases like dengue.

An awareness must be created regarding this condition. So, it is my humble request that you highlight this issue in your newspaper and spread awareness among the public. Media is one of the most powerful tools these days. It holds the power to make and break the kingdom and can definitely urge the government and the public to be more responsible towards water problems and measures for improving the roads.

I shall really be greatly thankful to you for providing a relevant space to my concern in your prestigious newspaper.

Thanking you,

Yours sincerely,

Signature

SHEELA

Exercises:

1. You are Hemanth/ Himakshi. Write a letter to the Editor of 'The Herald', New Delhi expressing your anguish over the problems faced by people due to illicit liquor.
2. You are Reshma/ Raghu staying at the 'Press Apartment' of Nagpur. The main road leading to this colony has three open manholes causing frequent accidents at night. Also, it gets so dark after seven in the evenings in winter that the children and women of these apartments just cannot to move out alone during night time. Write to the Editor of The Times of India drawing the attention of the government to this problem of the residents.