



INDIAN SCHOOL AL WADI AL KABIR

Class: VII	Department: ENGLISH	Date of Submission: May 2020
Worksheet No: 06	Topic: Formal Letter	Note: NOTEBOOK

FORMAL LETTER

Letters can be broadly divided into

- ❖ Personal or Informal Letters
- ❖ Official or Formal Letters



A Letter to the Editor may be written to the Editor of a newspaper or a magazine. It is written to highlight a social issue or a problem. It can also be written in order to get it published in the said medium.

Formal Letter (to the Editor):

Format

Sender's Address

House Number

Sector

City

(space)

Date

17th April, 2020 (British Format)

(space)

Receiver's Address

The Editor

Name of the Newspaper (The...)

City

(space)

Salutation

Dear Sir/Madam,

(Space)

Subject: (Mention the problem)

(Space)



Body of the Letter

(3 paragraphs)

- Introduction (Introduce yourself and the problem/topic briefly)
- Main content (The causes and effects of the problem)
- Conclusion (Suggestions/ solutions for solving the problem)
(Space)

Thanking you

(Space)

Yours faithfully/sincerely

Signature

Name

SAMPLE

You are Arun. Write a letter to the Editor of a newspaper, complaining about the irregular and inadequate bus service in your area.

**15/32 Sri Nagar
Sector-20
Chennai 600002**

4th April, 2020

**The Editor
The Indian Express
Chennai**

Dear Sir,

Subject: Irregular and Inadequate bus service

I am Arun, a resident of Sector 20, Chennai. Through the columns of your esteemed daily, I wish to draw attention of the Transport Authorities towards the hardships that the residents of Sector 20 have been experiencing on account of the inadequate bus service. Every morning a large number of people take buses from the main stop of this area to reach their work place. Besides, there is a large number of students who travel on buses to reach their respective schools and colleges. But the existing bus service is far from meeting the requirements of the public.

The situation is worse at peak hours when most of the buses do not even stop here as they are packed with passengers from other areas. The authorities are requested to introduce new bus services to start from this area as it would be of immense help for the public.

I hope you will publish my letter in your esteemed newspaper and bring this serious problem to the concerned authority's attention.

Thanking you

Yours faithfully/ sincerely

Signature

Arun

Exercise 1

There has been an increase in the number of mosquito-borne diseases like Malaria and Dengue in your colony. Write a letter to the Editor of a National Daily giving your analysis of the situation and suggestions to check the problem. Write the letter in not more than 120 words.



Exercise 2

You are Ram. Write a letter to the Editor of a newspaper highlighting the different measures taken in your locality to curtail the spread of COVID-19.

