



INDIAN SCHOOL AL WADI AL KABIR

Class: VI	Department: ENGLISH	Date of submission: January 2021
WORKSHEET NO: 12	Topic: Formal Letter	Note: To be written in notebook

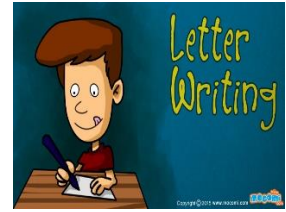
Letters serve various purposes ranging from being a medium of exchange of thought, greetings and information to being a medium of official communication.



Letters can be broadly divided into

- ❖ Personal or informal letters
- ❖ Official or formal letters

Formal Letters



Format

Sender's Address

House Number

City

(space)

Date

[Date] {BRITISH FORMAT} {4th January, 2021 }

(space)

Receiver's Address

The Editor

Name of Newspaper (The)

City

(space)

Salutation

Dear Sir/Madam,

(Space)

Subject: (Name the request/complaint)

(Space)

Body of the Letter

(3 paragraphs)

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

(Space)

Thanking you

(Space)

Yours faithfully/sincerely

Signature

Name

SAMPLE

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

Block No:15
Sri Nagar Colony
Chennai

4th January, 2021

The Editor
The Indian Express
Chennai

Dear Sir,

Subject: Irregular and Inadequate bus service

I am Arun, a resident of Sri Nagar colony, Chennai. Through the column of your esteemed Daily, I wish to draw attention of the Transport Authorities towards the hardships that the residents of Sri Nagar colony have been experiencing on account of the inadequate bus service. Every morning a large number of people take bus at the main stop of this area to reach their work place. Besides, there are a large number of students who travel on buses to reach their respective schools and colleges. But the existing bus service is far from the 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 a huge help for the public.

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

Thanking you

Yours faithfully / sincerely
Signature
Arun

Format 2 (Letter to the Principal)

Sender's Address:
[Address] Block No:/Street No:
Place

(space)

[Date] {BRITISH FORMAT} {4th January, 2021 }
(space)

Receiver's Address:
[Address] The Principal
Name of the School
Place

(space)

Salutation: [Dear Sir/Madam]

Subject: [Name the request]

Body of the Letter:

Paragraph 1

Paragraph 2

Paragraph 3
(space)

Thanking You

(Space)

Complimentary Closing: [Now end the letter with – Yours sincerely/faithfully]

Signature: [Signature followed by Name]

Name

SAMPLE

Write a letter to your principal requesting him to grant you leave for attending your cousin brother's marriage.

Block No: 15
Srinagar Colony
Chennai

4th January, 2021

The Principal
Little Angels School
Chennai

Dear Sir,

Subject: Request for leave

I am a student of class VI D in your school. My cousin's marriage is scheduled in Mumbai, and I would like to attend it.

My whole family is busy with the arrangement for this family function and many pieces of work are yet to be done. So I will not be able to attend the school from 20/01/2021 to 25/01/2021.

For this, kindly grant me leave for 5 days so that, I can attend the event. I promise you that I will complete all my note when I return. I shall be profoundly obliged to you.

Thanking you

Yours faithfully,

Signature
Rahul

Exercise 1

Write a letter to the Principal of your school on behalf of the students of your class requesting him or her to introduce personality development classes in the school.

Write a letter to the editor of a newspaper highlighting the need to improve the condition of roads as you are concerned about the water logging in your area during rainy season.

Exercise 2

Write a letter to your Principal requesting him or her to spare you from attending the games period for a week since you have leg injury.

Write a letter to the editor of a newspaper advocating the establishment of a Free Library in your town.