



INDIAN SCHOOL AL WADI AL KABIR

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| Class: Grade 8 | Department: ENGLISH | Date of submission: August 2021 |
| Worksheet No: 10 | Topic: Formal Letter (to the editor) | Note: English Notebook/Reference Material |

FORMAL LETTER

What is formal letter?

The **formal letter** is written for business or professional purposes with a specific objective in mind. It uses simple and formal language, that can be easy to read and interpret.

Letter to the editor

A Letter to the Editor is written to the editor of a newspaper or a magazine. It is written to highlight a social issue or problem.

As it is a formal letter, the format has to be followed strictly. Only formal language can be used i.e. abbreviations and slang language should be avoided.

These letters:

1. Gives suggestions on the public interest issue.
2. Give suggestions on an issue already raised in an article/ write-up/ published letter.

POINTS TO REMEMBER:

- Draw the attention of the concerned authorities/ general public towards the problem NOT of the Editor.
- Request concerned authorities to take the action NOT to the Editor.
- Raise the issue by citing some latest news items/ survey reports etc.
- Analyze the issue, try to find causes.
- Offer suggestions to solve the problem.
- Be courteous, even if critical.

Letter to Editor - Format.

The format of a letter to the editor of a Newspaper is as follows –

- **Sender's address:** The address and contact details of the sender are written here. Include an email and phone number, if required or if mentioned in the question.
- **Date:** The date is written below the sender's address after Leaving one space or line.
- **Receiving Editor's address:** The address of the recipient of the mail i.e. the editor is written here.
- **Salutation** (Sir / Respected sir / Madam)
- **Subject of the letter:** The main purpose of the letter forms the subject. It must be written in one line. It must convey the matter for which the letter is written.
- **Body:** The matter of the letter is written here. It is divided into 3 paragraphs as follows –
- **Paragraph 1:** Introduce yourself and the purpose of writing the letter in brief.
- **Paragraph 2:** Give detail of the matter.
- **Paragraph 3:** Conclude by mentioning what you expect from the editor. (For example, you may want him to highlight the issue in his newspaper/magazine).
- Complimentary Closing
- Sender's signature, name and designation (if any)

SENDER'S ADDRESS (without name)

(space)

DATE (Full British Format i.e. 16th August, 2021)

(space)

DESIGNATION AND ADDRESS OF THE ADDRESSEE (begins with The.....)

(space)

SALUTATION (Sir,)

(space)

SUBJECT STATEMENT (Underlined)- should be a phrase

(space)

CONTENT

- Introductory paragraph- statement of problem
- Causes of problem
- Solutions
- Complimentary close and name

Yours faithfully,

(Sign)

Name.

G-Block,
Kasturi Nagar,
Delhi-16

11th August,2021

The Editor,
The Hindustan Times,
New Delhi.

Sir,

Subject: Evoking Awareness Towards Solar Energy

Through the columns of your reputed newspaper, I wish to make the people aware of the growing need and demands of solar power. We all know that our earth is showing signs of a sickness and declining health, it is due to excessive pollution on our planet. Man has a desire to live a luxurious life and for that, he is over consuming electricity. He doesn't realize that overuse would exhaust the treasure. We must conserve electricity, it is the need of the hour.

However, this conservation can only be done if we start using solar power systems. Various kinds of solar system devices like solar cookers, solar lanterns, solar heating and cooking system, solar water heater, etc., are available in the market. These solar powered devices are non-polluting. They are economical and are available in different sizes. We may choose as per our need and requirements and help mother earth to recuperate from her ailments.

Hence, I request you to publish this letter in your newspaper to make people aware of the need of conserving electricity and limiting electricity bills. Public must pay attention to the dire need of switching over to solar energy.

Thanking you.

Yours sincerely,
Signature
Divyansh Bhat

Exercise:

1. Pantnagar is a thickly populated locality inhabited mainly by working-class people. Unfortunately, there is no milk booth in the locality. Write a letter in 100 – 120 words to the editor of a local daily drawing the attention of the authorities to the problem faced by the people, requesting them to open a milk booth. You are Shyam / Shobha, Avenue 4, Pantnagar, Ghatkopar, Mumbai.
2. You are Radhika/ Raghu, a member of NGO SMILE. Write a letter to the editor of a national daily for a public movement to help daily wage earners in Indian metropolitan cities affected by the pandemic and nationwide lockdown. (You must introduce yourself, describe how the daily wage earners who are mostly migrants are suffering in the pandemic and suggest the need for relief, aid and humanitarian measures by the citizens and the government to help and support these labourers).
3. Write a letter to the editor of a national daily, expressing your opinion and views on the increased human dependence on technology. Right from a small child to an adult, or even an old man, everyone wants gadgets only-cell phone, I-pod, laptop, etc. This also has a negative effect on social relationships. Using your own ideas write the letter in 100-120 words.