



INDIAN SCHOOL AL WADI AL KABIR

Class: VII	Department: ENGLISH	Date of Submission: AUGUST, 2021
WORKSHEET	Topic: Formal Letter	Note: Exercises to be done in the notebooks



A letter is a handwritten or printed message, in the simplest of meanings. It is a written conversation between two parties and is usually sent via post or mail. A letter is composed of different elements that change depending upon its nature.

Informal Letters

Informal letters are also known as personal letters. Such types of letters are usually written to relatives, family, friends, or acquaintances. These letters may or may not have a concrete reason for writing. The aim of writing informal letters is to create a personal memoir. It need not adhere to any formalities or follow any set pattern.

Formal Letters

The letters that follow a certain formality and set pattern are formal letters. Such letters are precise, directly addressing the concerned issue and are kept strictly professional in nature. Formal letters are short and to the point. A variety of letters that fall within the category of formal letters are –Business letters or Official letters, applications, complaint letters etc. A formal letter must adhere to the prescribed format.

Format of Formal Letters

Sender's address

(space)

Date (British format-20th August 2021)

(space)

Receiver's address:

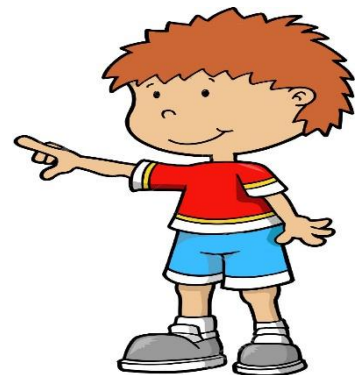
The Editor

Name of the Newspaper (Begins with 'The')

City

(space)

Salutation



Dear Sir/Madam,

(space)

Subject - Specify the topic of the letter (**must be underlined**)

(space)

Body of the letter: In 3 paragraphs

(space)

Thanking You

(space)

Complimentary closure:

Yours Faithfully/Sincerely

Signature line:

Sender's Signature

Name

- **Sender's address:** One of the most essential components, also known as the return address. The address and contact details of the person sending the letter are written here.
- **Date:** Immediately after the sender's address comes the date on which the letter is written. DD/MM/YY

Eg: 20th August, 2021

- **Receiver's address:** The corresponding address, i.e. the address of the recipient of the mail is written here. We must start with the receivers' designation followed by the name of the organization and then the full address, Pin code and country (if the information is known).
- **Salutation:** This is a customary greeting to the recipient of the letter. If the name of the recipient is known, the salutation starts with 'Dear' followed by Mr/Mrs/Miss, etc. If the person is unknown or even the gender is not known the recipient can be addressed as Dear Sir/Dear Madam.
- **The subject:** This highlights the aim of writing the letter. The subject of the formal letter should be very brief (6 to 8 words) and must be preceded by the word 'Subject'. The receiver, through the subject, understands the purpose of the letter at a glance.
- **Body:** The most important element of any letter. It furnishes the reason behind writing the letter. For formal letters, candidates should use short, clear, logical paragraphs to state the subject matter. The body of the letter is generally divided into 3 paragraphs:
 - Introduction that states the main point.
 - Middle part: Supporting points and details to justify the need and importance of letter writing.
 - Conclusion: Request for some action or what is expected.

Complimentary Closure: This is to end the letter with respect in a polite manner such as 'Yours faithfully', 'Yours sincerely', etc.

Signature Line: This is the last part where the sender of the letter signs off with his first or last name. The signature line may also include a second line for the title or designation of the sender.

Points to Remember:

Use of colloquial words, short forms, slang language and abbreviations are restricted.

The letter must be to the point, precise and clearly indicating the message.

A good formal letter must be brief, clear and to the point.

The subject line is very important in Formal Letters

Sample Letter:1

Write a letter to your Principal, requesting him for a character certificate and a certificate to the effect that you are a regular student of the school. Also write why you need it.



Block No: 15,
Skyline Colony,
New Delhi-110063

19th August, 2021

The Principal,
St. Johns School,
New Delhi

Dear Sir,

Subject: ISSUE OF CHARACTER CERTIFICATE

I have been a regular and bonafide student of your school for the past five years. Presently I am in class XI-B and have recently taken my board examinations.

I am writing this letter to you to request you to issue a character certificate to the effect that I have been a regular student of the school.

My father has been posted out of station, so I need this character certificate to seek admission in a new school. We will be leaving next week. So, kindly issue the character certificate before that. I will come and collect it personally from the Administrative Office before I leave.

Thanking you,

Yours faithfully,
Sign/-
Neha Sharma

(Student of XI-B)

Sample Letter:2



B-12, Indraprastha Apartments,
Paschim Vihar,
New Delhi-110063

19 August, 2021

The Editor,
The Times of India,
New Delhi

Dear Sir,

Subject: STUDENTS' SMOOTH STAY IN THE CITY

I shall be obliged if you allow me a little space in the column of your esteemed newspaper to express my concern about the inadequate facilities for students coming to Delhi from different cities.

Education is the need of the hour. In small cities, students do not get as many avenues for studies as in Delhi. Hence, students from different parts of the country, come to Delhi to study. But here, getting a reasonable accommodation becomes a challenge for them. Rents are soaring high. Landlords demand exorbitant rents. There is no check on them.

To add to their woes, condition of hostels in educational institutions is pathetic. They too do not have adequate facilities. Negligence and carelessness of authorities have left them useless. The unswept floors and unhygienic conditions are other problems. This issue needs to be addressed immediately.

So, I request the authorities to take immediate steps to solve the issue so that students' safe and comfortable stay in the city can be ensured.

Thanking you,

Yours Truly,
Sign/-
Raman



Exercise:1

You are Sharukh of class VII. You wish to change your section. Write an application to the Principal of your school requesting him to change your section. In your application you must clearly mention your class, roll number and a suitable reason for the change of section.

Exercise:2

These days are the days of fast speed. The young people indulge in reckless driving and to make the matters worse, the police do not perform the duty well with the result that many people are killed in road accidents. Write a letter to the Editor of a newspaper highlighting the problems of reckless driving.
