



INDIAN SCHOOL AL WADI AL KABIR

Class: Grade 8	Department: ENGLISH	Date of submission: August 2022
Worksheet No: 9	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.

The purpose of writing a formal letter:

Letter writing is an essential skill. Despite the prevalence of emails and text messages, everyone has to write letters at some point. Letters of complaint, job applications, thank you letters, letters requesting changes or – making suggestions – the list goes on and on.

Types of Formal Letters

1. Letter to the Editor
2. Letter of Enquiry
3. Order letter
4. Letter of Complaint
5. Reply to a letter of Complaint
6. Promotion Letter
7. Sales Letter
8. Recovery Letter

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 keep in mind while writing a letter to the Editor (Structure and content details)

Sender's Address

Date (in British format)

Receiver's address

Subject

Dear Sir/madam,

Body of the letter

1. Statement of the problem
 - Through the columns of your newspaper....
 - I was to read....
 - With reference to the news report dated.... I was to read....
2. Results of the problem
 - has led to
 - As a result,
3. Causes
4. Suggestions
 - I feel
 - In my opinion....
 - I suggest....
5. Write the letter in formal language
6. Write it in 3 paragraphs
7. Closing statement
 - I hope that....
8. Signature after
 - Yours faithfully
 - Yours sincerely

EXAMPLE: Write a letter to the Editor of a newspaper, complaining about the bad condition of water supply in your locality. You are Prabhu Dayal living at H-19 Dayal Bagh Colony, New Delhi.

H-19
Dayal Bagh Colony
New Delhi
5th January 20XX

12th July 2021

The Editor
Hindustan Times
New Delhi

Subject: Bad condition of water supply in Dayal Bagh Colony.

Dear Sir,

I would like to draw the kind attention of the concerned authorities through the column of your esteemed newspaper towards the problem of bad condition of water supply in Dayal Bagh colony.

Water is essential to life and all household activities depend on it. However, in Dayal Bagh Colony, most of the time the taps remain dry. The supply is made only two hours in the morning and one hour in the evening. Besides the water is muddy and polluted. Many residents fall sick. There are complaints of jaundice and loose motions after drinking this water.

In this connection we have complained to the local authorities but in vain. I, therefore, request you to publish this letter in your newspaper so that the higher authorities may look into this matter and take necessary action immediately.

Thanking you.

Yours sincerely,
Prabhu Dayal

Exercise:

1. Read the news report given below.

What Ails the Indian Youth?

The Indian youth in the cities is getting more and more disillusioned with life and taking recourse to ways and means of making easy money. They indulge in anti-social acts such as bag-snatching, drug-peddling, and so on.

Based on the news item given, your own ideas, and ideas from the Main Course Book Unit 'Children', write a letter to the editor of the Daily Times on the condition of Indian youth today. Do not exceed 120 words.

2. You are one of the regular visitors to public places such as government libraries and public parks. You are disappointed to see the unkempt surroundings. Write a letter to the Deputy Commissioner requesting him to look into the matter.

You are P. Ramakrishnan/P. Parvathi of A-34, Xth Cross, Hardanhalli, Bangalore. Do not exceed 120 words.