



## INDIAN SCHOOL AL WADI AL KABIR

<b>Class: VIII</b>	<b>Department: ENGLISH</b>	<b>Date of Submission: MAY, 2025</b>
<b>WORKSHEET</b>	<b>Topic: Formal Letter</b>	<b>Note: Exercises to be done in the notebooks</b>



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.

### 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

**Sender's Address (without name)**

**Space**

**Date: (Full British Format i.e.- 10<sup>th</sup> May, 2025)**

**Space**

**Designation & Address of Addressee (begin with 'The .....')**

**Space**

**Subject: Statement should be a phrase and underlined**

**Space**

**Salutation (Sir,)**

**Space**

**Content**

- 1. Introductory paragraph – statement of problem**
- 2. Causes of problem**
- 3. Solutions/ Conclusion**

**Thanking you**

**Space**

**Yours truly/sincerely**

**Signature**

**Full 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: 10<sup>th</sup> May, 2025

- **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).
- **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.
- **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.
- **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

Given the recent increase in road accidents and miss happenings, you are concerned about road safety. Write a letter to the editor of a popular magazine to showcase the same.

New Mehrauli Road  
Munirka  
New Delhi

11th September 2020

The Editor  
The Times  
New Delhi

Subject: An appeal to raise a concern about reckless driving

Dear Sir/Madam,

With great admiration and belief in the columns of your newspaper, I seek to bring to your kind notice that road accidents have become an everyday occurrence in our city and cities all over the country.

Reckless driving is a serious issue which takes away many innocent lives in the country every year. A large number of accidents are caused by people driving recklessly after being drunk, as well as by people who fail to follow traffic rules, either deliberately or otherwise. I witnessed one such accident a few weeks ago, where a lady crossing the road was hit by a car. Although she survived the accident, she was grievously injured. Unfortunately, such episodes happen every day.

Hence, through the pages of your esteemed newspaper, I would like to appeal to the people of our country to refrain from engaging in reckless driving and urge them to follow traffic rules diligently. This can help save a lot of innocent lives.

Thanking you in anticipation!

Yours Sincerely  
Rayan

### Exercise:1

As a responsible citizen, you are concerned about the condition of Marine Lines. People have littered the entire place with plastic, masks and garbage. Write a letter to the editor of a leading a newspaper to spread awareness of the matter in about 120 -150 words.

### Exercise:2

You are Radhika, a member of NGO Rahat. Write a letter to the editor about the open garbage area in your locality and how it's harmful to everyone, including stray animals, the greener parks, and schools and residential societies around it in about 120 -150 words:

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