



## INDIAN SCHOOL AL WADI AL KABIR

<b>Class: VI</b>	<b>Department: ENGLISH</b>	<b>Date of submission: February 2022</b>
<b>Worksheet No:</b>	<b>Topic: Formal Letter Worksheet</b>	<b>Note: To be written in the notebook</b>

### Formal Letter

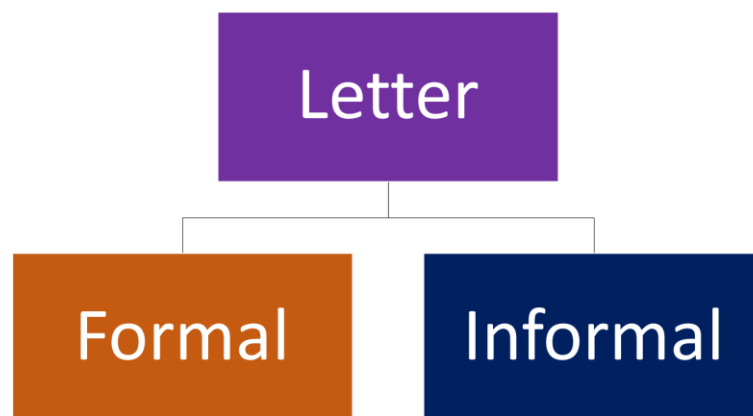


Letters are a form of verbal and written communication, which contains information or message, send by one party to another, to convey the message. It is sent by one party to another, to provide certain important information.



There are two types of letters

- (i) **Formal letter** - A formal letter is a letter, written in formal language, in the stipulated format, for official purposes.
- (ii) **Informal letter** – An informal letter is a letter, written in a friendly manner, to someone you are familiar with.



## Format of Formal Letter

### Sender's Address

(Space)

### Date (British Format)

3<sup>rd</sup> February, 2022

(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 Letter – 3 Paragraphs

The first paragraph of your letter should provide an introduction as to why you are writing so that your reason for contacting the person is obvious from the beginning.

Then, in the following paragraphs, provide specific details about your request or the information you are providing.

The last paragraph of your letter should reiterate the reason you are writing and thank the reader for reviewing your request. If appropriate, it should also politely ask for a written response or for the opportunity to arrange a meeting to further discuss your request.

(Space)

### Closing

Thanking You

(Space)

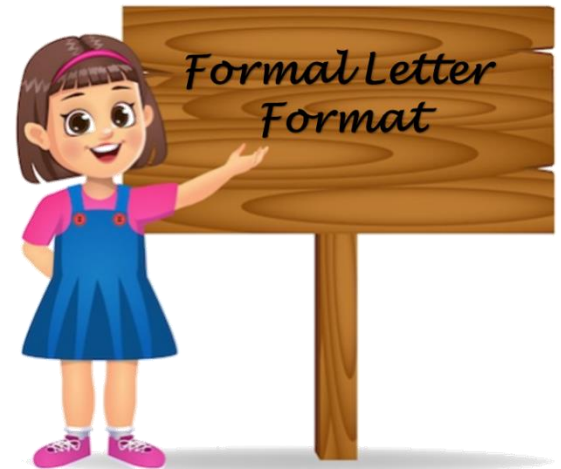
### Complimentary Closure:

Yours Faithfully/Sincerely

### Signature Line

Signature

Name



## Points to Remember



While writing a formal letter one should keep in mind the following things:

- ✓ It should be in a specified format.
- ✓ It should avoid the use of unnecessary words.
- ✓ It should be straight to the point.
- ✓ It should be relevant and objective.
- ✓ It should be polite, even if it is a complaint letter.
- ✓ It should be free from any mistakes, i.e. grammatical or spelling.

## Sample Letter - 1

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. Write the letter in 100-120 words.

### Answer:

No: 230  
C.O.D. Colony  
New Delhi

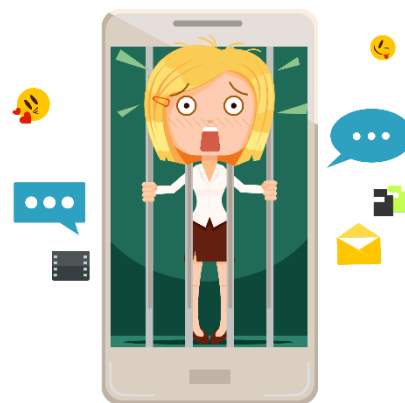
15th May, 2021

The Editor  
The Times of India  
New Delhi

Dear Sir,

Subject: Human Dependence on Technology.

Through this letter of mine, I wish to draw the attention of everyone towards the increased dependence of humans on technology. We use the internet for any type of information which we find only a click away. Everyone, whether a child or an



adult, wants gadgets like cell phones, I-pod, laptops, etc. No doubt, technology is a boon to mankind and has a great future ahead. But in my opinion, we should not depend on it as an excess of everything is bad. It is making everyone lazy. On the other hand, cyber-crimes are also growing. The keyword for this is caution.

We must make judicious use of technology and should not totally depend on it. We must believe in natural and simple living.

I hope you will publish this letter in your newspaper for a better future for human beings.

Thanking you.

Yours faithfully  
Sign/-  
Sambhav Jain

### **Sample Letter - 2**

Write an application letter to the Principal of your school for increasing library facilities. Write the letter in 100-120 words.

#### **Answer:**

Raj  
Class 6A  
Rosedale's Public School  
Delhi

The Principal  
Rosedale's Public School  
Delhi

28 May, 20XX

Respected Sir,



Subject: Request for increasing library facilities.

On behalf of the students of the school, I would like to bring to your attention, the unsatisfactory condition of the school library. There is an urgent requirement for the up-gradation of the library books because the syllabus has been revised and we need new books so that we stay relevant.

Most of us are eager to learn more. Only textbooks cannot satisfy our thirst for knowledge. So, we want to quench our thirst for knowledge by reading novels, poetry, plays, stories, biographies, etc.

Books, chairs, benches, electric fans, and daily newspapers are not adequate for the students. Certainly, these facilities will standardize our school more. Therefore, we request you to kindly look into the issue and hope that you would be kind enough to increase these facilities and oblige thereby.

Thanking you.

Yours faithfully

Sign/-

Raj

### **Exercise 1**

People have adapted to wearing face masks as a 'new normal'. But most of them do not know how to dispose of them properly. Spread awareness regarding the disposal of protective masks by writing a letter to an editor of a popular newspaper. Write the letter in 100-120 words.



### **Exercise 2**

Write a letter to your principal requesting permission to arrange a friendly cricket match. Write the letter in 100-120 words.

