INDIAN SCHOOL AL WADI AL KABIR

Class: VIII	Department: ENGLISH	Date of Submission: November, 2026
WORKSHEET NO.22	Topic: Formal Letter	Note: Exercises to be done in the notebooks



A **letter** is a written or printed message directed to a specific person, group, or organization, traditionally **delivered in an envelope or sent electronically to convey news, instructions, requests, or personal thoughts.**

Types of Letters:

1. **Formal Letter** – Written in a professional and polite tone, used for official or business purposes (e.g., writing to a principal, manager, or government office).
2. **Informal Letter** – Written in a friendly and casual tone, usually to friends, family, or someone close.
3. **Semi-formal Letter** – Somewhere in between; polite but not too strict (e.g., writing to a teacher you know well).

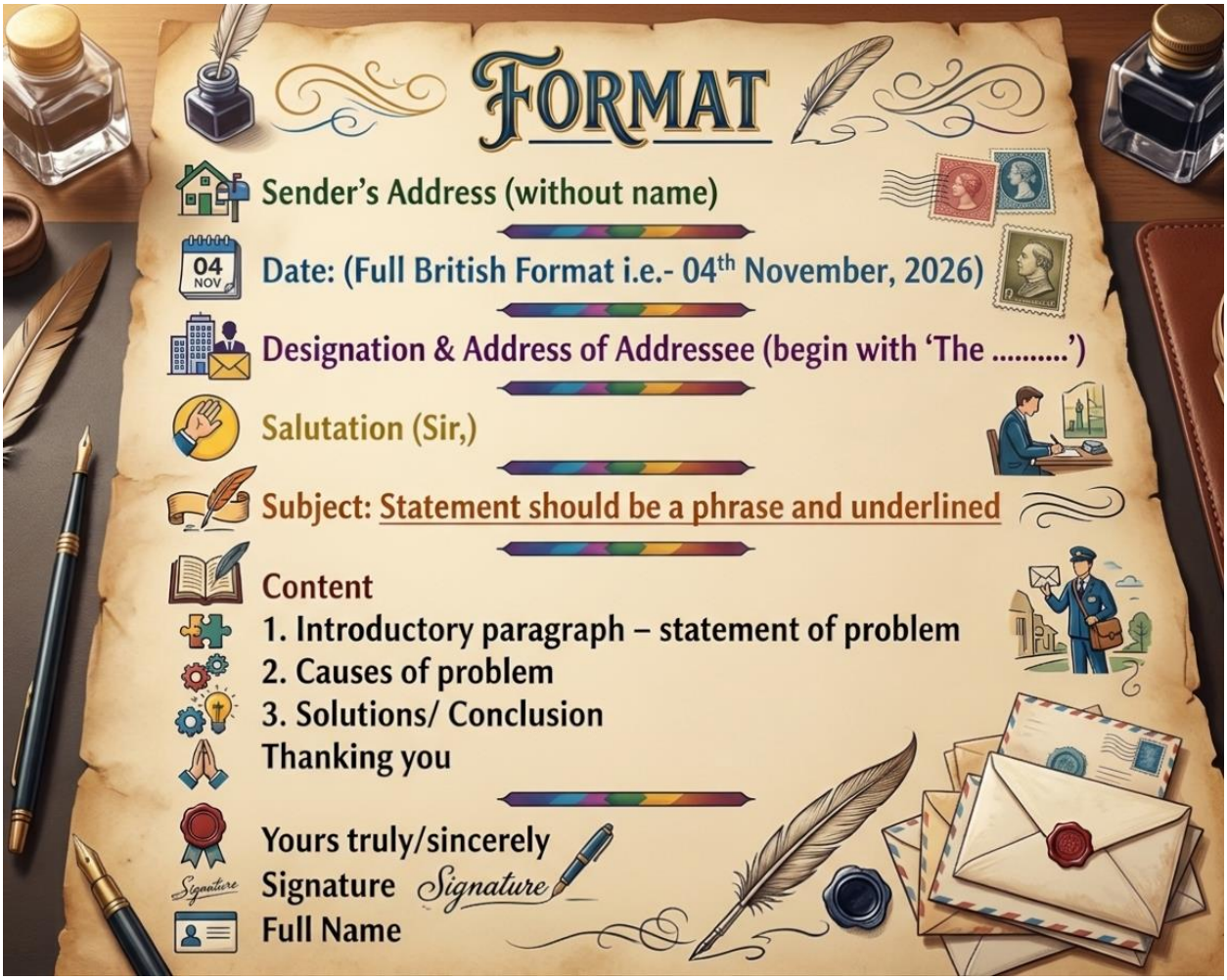


Basic Parts of a Letter:

- **Address & Date**
- **Subject**
- **Greeting/Salutation** (e.g., Dear Sir, Dear Friend)
- **Body** (the main message)
- **Closing** (e.g., Yours sincerely, Best regards, With love)
- **Signature/Name**

Formal Letters

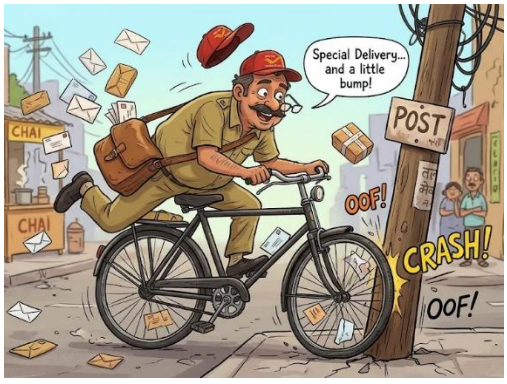
A formal letter is an official, structured document written for professional, academic, or business communication. It adheres to a specific layout, uses professional language, and serves an official purpose. (e.g., writing to a school, company, government office, or someone you don't know personally).



1. Sender's Address

The address of the person writing the letter (placed at the top left or right).

Example:
12Green Street
Muscat, Oman



2. Date (British Format)

The date on which the letter is written.
Example: 04th November, 2026

3. Receiver's Address

The address of the person/organization receiving the letter.

Example:
The Editor
Times of Oman,
Muscat, Oman

4. Salutation/Greeting

A polite way to begin the letter.
Examples:

Dear Sir/Madam,
Respected Sir/Madam,

5. Subject

📝 A short line stating the purpose of the letter.
Example:
Subject: Importance of Planting More Trees for a Greener Future



6. Body of the Letter

The main content, written in **three parts**:

Introduction → Why you are writing.
Details → Explain the matter clearly.
Conclusion → A polite closing line (request, thanks, or expectation).

7. Complimentary Close

A respectful way to end the letter.
Examples:

Yours sincerely, (if you know the person's name)
Yours faithfully, (if you don't know the person's name)

8. Signature & Name

✍ Your signature and your full name.
Example:
(Signature)
Ramesh Kumar

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

You are Asha/Ashwin, a student of Class 8B, ISWK, Muscat. Recently, you noticed that the air quality in your city has severely deteriorated, causing health and environmental problems. Write a letter to the Editor of *The Times of Oman* highlighting the issue of air pollution and suggesting ways to improve air quality and sustainability in the city.



B-402, Riverview Towers
Al Khuwair, Muscat

7th November, 2026

The Editor
The Times of Oman
Muscat

Sir,

Subject: Need to Address Air Pollution and Improve Air Quality in Our City

I am a resident of Muscat and a student of Grade 8. I am writing to draw your attention to the ***worsening crisis of air pollution*** in our city. The air is often ***hazy and difficult to breathe, which not only affects the city's health but also damages the overall environment.***

Despite minor efforts, ***emissions from vehicles and industrial activity are increasing unchecked,*** and ***dust from constant construction is widespread.*** It is high time that local authorities ***implement stricter emission standards, promote cleaner fuels,*** and ***enforce dust control measures at all building sites.*** Schools can also ***play a role by organizing tree-planting drives*** and ***encouraging carpooling*** to educate ***citizens*** about ***sustainable living.***



I hope that through your esteemed newspaper, more people will understand ***pollution problem*** and take responsibility for ***making cleaner choices in supporting urban greening initiatives.***

Thank you,

Yours faithfully,
(Signature)
Asha Sharma

Exercise:1



You are Rohan/Roshni, a resident of Al Khuwair, Muscat. The main community park in your locality has fallen into disrepair due to broken play equipment, accumulated litter, and damaged benches. Write a letter to the Editor of a well-known newspaper in 120–150 words expressing your concern on lack of regular maintenance.

Exercise:2

You are Varun/Vidhya, a class 8 student. Modern teenagers spend an increasing number of hours on smartphones and video games, leading to reduced physical activity and social isolation. Write a letter to the Editor of a local newspaper 120–150 words expressing concern over screen addiction and suggesting constructive outdoor community programs.

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