



INDIAN SCHOOL AL WADI AL KABIR

Class: VIII	Department: ENGLISH	Date of Submission: AUGUST, 2024
WORKSHEET NO.11	Topic: Formal Letter	Note: Exercises to be done in the notebook



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.- 28th August,2024)

Space

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

Space

Salutation (Sir,)

Space

Subject: Statement should be a phrase and underlined

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: 28th August, 2024

- **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:1

Write a letter to the Editor of an esteemed newspaper of Delhi to provide comfortable accommodation and smooth stay to the students coming to Delhi from different places.



B-12, Indraprastha Apartments
Paschim Vihar
Delhi-110063

28th August, 2024

The Editor
The Times of India
New Delhi

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.

Thank you,

Yours Truly,
Raman

Exercise:1

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 their 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 in about 120 -150 words.

Exercise:2

Write a letter to the editor of a renowned newspaper, sharing your views on the following topic in about 120 -150 words:

About need of increasing awareness on health and diet, also write about deteriorating health of children due to bad food habits.
