



INDIAN SCHOOL AL WADI AL KABIR

| | | |
|-------------------------|---|---|
| Class: Grade 7 | Department: ENGLISH | Date of submission: August, 2022 |
| Worksheet No: 10 | Topic: Formal Letter (To the Editor and the Principal) | Note: Exercises to be done in English Notebook |

What is **formal letter**?

A **formal letter** is sometimes also known as a business letter as it is written for business or professional purposes with a specific objective in mind. These are letters written to The Editor, The Principal, The Municipal Commissioner, The Secretary of a Society, The Mayor etc.



Formal letters use simple and formal language, that can be easy to read and interpret.

Explanation of Structure of a Formal Letter

1. The Heading

This consists of the writer's address at the top left-hand corner of the letter. For example:

58, Sea view
Nungambakkam
Chennai

Note: The sender's address and the receiver's address have to be in the same city

2. The Date

Always write the date below the sender's address.

10th March, 2021(British Format)

3. Receiver's address

This consists of the receiver's address. For example:

The Principal
Arya Vidya Mandir School
Chennai

4. Subject

This explains the reason/purpose for writing the letter in a line.

5. Greeting or Salutation

The salutation should be written below the address and date after leaving the space of a line or so. For example: Dear Sir/Madam

6. The Introductory Paragraph

The first paragraph will generally outline the purpose of the letter and the reason that the letter is

being sent. If it is a letter to the Principal it can start like ‘I am the monitor of class VII ‘A’. On behalf of my class, I have to make a request....’. If it is a letter to the Editor, it may start as ‘Through the columns of your esteemed newspaper....’.

7. The Body

The body of the letter will expand upon the introductory paragraph and the individual can extend their thoughts and feelings further when it comes to the letter.

8. Conclusion

The last paragraph should sum up the issue raised in the letter. It can include suggestions and methods of solving the issue. It should be concise and to the point.

9. The Closing

In the closing of the letter, you can thank the person and on the next line write any one of these, before you write your name/the name given in the question. E.g. Yours faithfully, Yours sincerely.

FORMAL LETTER FORMAT IN ENGLISH

[Sender’s Address]

[Date]

[Receivers Address]

[Subject]

[Salutation] Sir

[Body {(i) Introduction

(ii) Main Content

(iii) Conclusion or End of letter}]

Thanking You

[Subscription]

[Sender’s Name]

Sample Questions on Letter to the Editor and Principal

To the Principal

You are Rohini Mittal, a student of Delhi Public School, Ghaziabad. Write an application to your Principal asking him to sanction you medical leave for 2 weeks. Give reasons, why you need the leave.

Answer:

Flat 11, Daffodils Apts
Outer Ring Road

Ghaziabad

3rd September, 2021

The Principal,
Delhi Public School
Ghaziabad

Subject Leave application

Dear Sir,

I am a student of class VII A, in your school. I am unable to attend my classes since last three days.

According to the medical reports, I am suffering from Dengue fever. For this reason, I have been admitted to Action Balaji Hospital. I would like to apply for medical leave from 2nd September, 2021 to 16th September, 2021.

Kindly sanction the leave so that I do not fall short of attendance during Half Yearly Examination. I shall be obliged.

Thanking you.

Yours sincerely,
Rohini Mittal
VIA

To the Editor

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

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 for life and all household activities depend upon it. However, in Dayal Bagh Colony, most of the time the taps remain dry. The supply is made for only two hours in the morning and one hour in the evening. Besides, the water is muddy and polluted. Many residents are falling 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 actions immediately.

Thanking you,
Yours sincerely
Prabhu Dayal

Exercise

1. You are Maya/Mayank, the Deputy Head Boy/Girl of Middle School. Write an application letter to the Principal asking for permission to arrange an excursion to the INS Kochi Navy fleet that is currently in Muscat for a few days. Explain how the visit will benefit students and what they learn from it. Also mention how you plan to organize the excursion and whether there will be fee that is collected from students and the proposed dates for the trip.
2. You are Munish/Surekha, a resident of D-34, Ras Vihar, Dwarka, New Delhi. Open drains around your colony and stagnant rain water in potholes have become a source of breeding of mosquitoes. Write a letter to the Editor of a renowned newspaper stating the problem and also mention that the Municipal authority needs to do something about it. Do not exceed 120 words.