



INDIAN SCHOOL AL WADI AL KABIR

Class: VII	Department: ENGLISH	Date of Submission: May 2024
WORKSHEET NO: 5	Topic: FORMAL LETTER (To the Principal)	Note: To be written in the notebook

FORMAL LETTER

A Formal Letter is one written in a formal tone and uses formal language. Such letters are written for official purposes to The Editor, The Principal, The Municipal Commissioner, The Secretary, The Mayor (authorities, dignitaries, colleagues, seniors) etc, and not to personal contacts, friends, or family. A number of conventions must be adhered to while drafting formal letters.



As a school student, you might be required to write a letter to the Principal for various reasons, be it asking for sick leave, permission to organize an event in the school, requesting for a certificate, etc.

How to write a Formal Letter?

Here are the key elements of the Formal Letter:

Sender's Address

Sender's address to be written at the top left-hand corner of the letter.

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

Date

To be written in British Format and write it below the sender's address.

Eg: 25th May, 2024

Designation & Receiver's Address

It should be written below the address after leaving a line or a space.

For example:

The Principal
Bharatiya Vidhya Bhavan School
New Delhi

Subject

States the reason or purpose for writing the letter and it should be underlined. Write a strong subject line which can convey the meaning of the entire letter.

Salutation

Dear Sir/ Madam,

Body of the letter (3 Paragraphs)

- The Introductory Paragraph (First Paragraph)

The first paragraph will generally focus the purpose and the reason that the letter is being sent.

- **Content (Second Paragraph)**

States the causes and effects of the problem/ issue.

- **Conclusion (Third Paragraph)**

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.

Complimentary Closing Line

e.g:

Thanking you

(Space)

Yours faithfully/ Yours sincerely etc.

Signature

Name

Sample:

Q. You are Jina a student of Prarthna Public School, Delhi. You are sick and need leave from school for two days. Write a letter to Principal for the same.

Flat No. 15, Green Villa
Gandhinagar Street
New Delhi

15th May, 2024

The Principal
Prarthna Public School
New Delhi- 210118

Subject: Request for two days sick leave

Dear Sir,

It is said with respect that I, Jina, am a student at your institution. I respectfully beg that you allow me two days of sick leave since I am suffering from fever and the doctor has advised me to take rest for two days.

For your records, I will enclose a copy of my medical certificate with my application.

As a result, I respectfully request that you pardon my absence from school for the 16th and 17th of May. My friends have assured me to share the notes, and I will complete all my work through them. My class teacher is also very supportive. She has promised to send me the audio recordings of classes so that I would not miss out on anything during these two days. With everyone's support, I am sure I can get through this difficult phase.

Kindly grant me leave for these two days.

Thanking you

Yours sincerely,
(Signature)
Jina
Class VII-D

EXERCISE:

1. Your cousin sister is getting engaged and you have to attend the function at Jodhpur. You are Mohini/Mohinder, a student of Jain School, Agra. Write a letter to the Principal for a leave of two days.
2. Write a formal letter to the Principal of your school. You are a student of Class 7 in Shishu Niketan School, Delhi. You want to change your AMD subject from Dance to Art.


