



INDIAN SCHOOL AL WADI AL KABIR

Class: VI	Department: ENGLISH	Date of Submission: JANUARY 2025
WORKSHEET NO: 17	Topic: FORMAL LETTER	Note: To be written in the notebook

FORMAL LETTER

A formal letter is a type of written communication that adheres to a specific format and is used for professional or official purposes. It is typically written in a polite and respectful tone and follows a structured layout. Formal letters are commonly used in business, academic, or official contexts to convey information, make requests, file complaints, or express concerns.



FORMAT OF FORMAL LETTERS

Sender's address

(space)

Date (British format-31st January, 2025)

(space)

Receiver's address:

The Principal

Name of the School

City

(space)

SUBJECT :

Specify the topic of 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.)

(space)

Salutation

Dear Sir/ Madam,
(space)

Body of the letter: In 3 paragraphs (Start with your main point and support it with facts. Explain what action needs to be taken and by whom. Use short, clear, logical paragraphs to state the subject matter.)

- **Introduction:** States the purpose of the letter.
- **Main Content:** Provides details or explanations.
- **Conclusion:** Summarizes the message and includes a call to action, if necessary.

Thanking You

(space)

Complimentary closure:

Yours faithfully/ sincerely

Signature line:

Sender's Signature

Name

Designation/ Class & Section

Points to Remember:

- Maintain a respectful and polite tone throughout the letter.
- Avoid unnecessary details and keep the letter focused on the main purpose.
- Avoid slang, abbreviations, or informal expressions. Use full forms and professional vocabulary.
- Check for spelling, grammatical errors.
- Provide all necessary information (e.g., dates, references, order numbers) to make your letter informative and actionable.



Sample Letter:

Street No. 47,
Sector 2, Pearl Villa
New Delhi

2nd January, 2025

The Principal
National High School
New Delhi

Subject: Request for Leave due to Chickenpox

Dear Sir,

I am a student of class VI A, in your esteemed school. I am writing to inform you that I have been diagnosed with chickenpox and will be unable to attend school from 3rd January to 15th January, 2025. My doctor has advised complete rest and isolation during this period to ensure a full recovery and to prevent the spread of the infection.

I assure you that all pending assignments will be completed, and any missed lessons will be covered upon return.

I kindly request your approval for this leave. A medical certificate has been attached for your reference.

Thanking you

Yours sincerely,



Sam Thomas
Class 6 A

EXERCISE:

Word Limit: 120-150 words

1. Write a letter to your Principal requesting a change in your skill subject for academic reasons.
2. Write a letter to your Principal requesting the issuance of a transfer certificate.
