

# INDIAN SCHOOL AL WADI AL KABIR

Grade VI	Department: ENGLISH	Date of submission: February, 2024
Worksheet No: 22	Topic: FORMAL LETTER (to the Principal)	Note: 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 Secretory of a Society, The Mayor etc.



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

### **FORMAT OF FORMAL LETTERS**

#### Sender's address

(space)

**Date** (British format-31<sup>st</sup> January, 2024)

(space)

### Receiver's address:

The Principal

Name of the School

City

(space)

#### **SUBJECT**

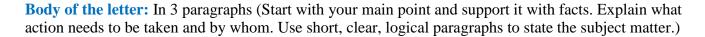
Specify the topic of the letter (The subject of the formal letter should be very brief (6 to 8 words) and must be preceded by the word 'Subject'. The receiver, through the subject, understands the purpose of the letter at a glance.)

(space)

#### **Salutation**

Dear Sir/Madam.

(space)



• 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.

(space)

**Thanking You** 

(space)

**Complimentary closure:** 

Yours Faithfully/Sincerely

**Signature line:** 

Sender's Signature

Name

Designation

#### **Points to Remember:**

- Before you write the letter, think about the main point you want to make. This should be the first and central point of your letter to the editor.
- Always support your point of view with data, facts or examples.
- Keep the letter as precise as possible. Avoid unnecessary details.
- Use of colloquial words, short forms, slang language and abbreviations are restricted.
- A good formal letter must be to the point, precise and clearly indicating the message.



## **Sample Question**

You are Rohini Mittal, a student of Delhi Public School, Ghaziabad. Write an application/letter to your Principal in 100-120 words asking him to sanction you medical leave for 2 weeks. Give reasons, why you need the leave.

Flat No: 11, Daffodils Apartment Outer Ring Road Ghaziabad

26<sup>th</sup> April,2024

The Principal, Delhi Public School Ghaziabad

## **SUBJECT- Leave Application**

Dear Sir,

I am a student of class VI A, in your esteemed school. I was unable to attend school for last two weeks.

I am suffering from Dengue fever. For this reason, I have been admitted to Balaji Hospital. I would like to apply for medical leave from 28<sup>th</sup> April, 2024 to 5<sup>th</sup> May, 2024.

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

Thanking you.

Yours sincerely, Signature Rohini Mittal VI A

#### **EXERCISE**

- 1. Write a letter to your Principal seeking permission to attend a family function in 120-150 words.
- 2. Write a letter to your Principal in 120-150 words requesting him to grant permission for a Re-Examination of English as you were unwell on the actual exam day.

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