



# INDIAN SCHOOL AL WADI AL KABIR

<b>Grade VI</b>	<b>Department: ENGLISH</b>	<b>Date of submission: February, 2024</b>
<b>Worksheet No: 22</b>	<b>Topic: FORMAL LETTER (to the Principal)</b>	<b>Note: English Notebook</b>

## 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.

## 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)

**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 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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