



## INDIAN SCHOOL AL WADI AL KABIR

<b>Class: VI</b>	<b>Department: ENGLISH</b>	<b>Date of Submission: JANUARY, 2023</b>
<b>WORKSHEET NO: 21</b>	<b>Topic: FORMAL LETTER</b>	<b>Note: Exercises to be done in the notebooks</b>



### FORMAL LETTER WRITING

A letter to the editor of a newspaper or magazine is written by a reader to express her /his point of view or to raise a matter of concern. If the newspaper decides to publish the letter, then the writer's opinion or suggestion will reach a lot of people. The letter writer may also be able to reach the authorities who can take appropriate action to help the writer.

Follow this format while writing a letter to the editor.

### FORMAT OF FORMAL LETTERS

#### Sender's address

(space)

**Date** (British format-20<sup>th</sup> January 2023)

(space)

#### Receiver's address:

The Editor

Name of the Newspaper

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.)

#### 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 followed by Name and 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 Letter:1**

Roads in your area are littered with garbage. Not only the place is stinking but also is a health hazard. As Miki/Manish of B-12, Laxmi Nagar, write a letter in 100-120 words to the editor of a local newspaper informing the concerned authorities of the unhygienic conditions and requesting them to take appropriate and necessary action in the matter.

B-12  
Laxmi Nagar  
New Delhi

27<sup>th</sup> January, 2023

The Editor  
The Times of India  
New Delhi

**SUBJECT: LITTERED ROADS: A HEALTH HAZARD**

Dear Sir,

Through the columns of your reputed newspaper I wish to draw the kind attention of the concerned authorities to the filthy sight created by heaps of garbage on the main road of our area. If garbage heaps around in a residential area, they not only present an unpleasant sight but also pose a great health hazard.

Since Laxmi Nagar is a relatively new locality, there are numerous vacant plots, that are being invariably and insensitively used by the public to dump their garbage. The stench in the air is unbearable, not to mention the peril of an outbreak of infectious diseases. Attempts to counsel the people on the importance of community hygiene are being counter-argued, as in the absence of proper dumping sites or dustbins, vacant spots are their only option. It is important that both the public as well as the authorities should take up a collective responsibility to maintain a clean environment and contribute towards the common good.

I hope this letter of mine will awaken the concerned authorities, who, in turn, will take necessary action at the earliest to protect the residents from any epidemic.

Thanking you.

Yours Sincerely,  
Sign/-  
Miki

### Sample Letter:2



An increase in the number of private vehicles coupled with lack of civic sense has led to several road accidents in your city. Write a letter in 100-120 words to the editor of a local daily urging people to use public transport and to have patience while driving. You are Ram/Rama.

35 Golf View Apartments  
MRK Nagar  
Murshidabad  
West Bengal-742159

28 January, 2023

The Editor  
The Hindustan  
West Bengal

Sir

**SUBJECT: USE OF PUBLIC TRANSPORT**

Kindly allow me to make an appeal to the public through the columns of your esteemed newspaper about the advantage of public transport usage.

Everybody can observe easily that the increase in the number of private vehicles on the road is the major cause of air pollution as well as noise pollution. More vehicles mean more congestion and traffic jams because the public has become devoid of civic sense. Everybody tries to move first and fast which not only increases the chance of accidents but also causes a lot of noise pollution because people continuously blow horn during the waiting moments.

An easy and quick solution of the problem is that we should make more use of public transport. It'll prove more comfortable as it will save both our energy and time and we can use that energy at our work place. Moreover, I want to make an appeal to the vehicle-owners to practice patience while driving because our life is very precious. It is better to reach late than never.

This is a matter of great concern and I hope you'll publish my opinion in your esteemed newspaper.

Thanking You

Yours Sincerely,  
Sign/-  
Ram



**PRACTICE QUESTIONS:**

**Exercise:1**

The street lights in your street have not been working for more than a week. This has made it unsafe for the people to go out at night. You would like the municipal corporation to fix the lights. Write a letter to the editor of your local newspaper about this.

**Exercise:2**

Two main parks in your locality have suffered from neglect on the part of local authorities. They have virtually been taken over by undesirable elements. As a result the residents have stopped going to the parks. Write a letter in 100-120 words to the editor of a local newspaper expressing your concern about the problems the neglect has created and suggest measures to reclaim the parks for children. You are Gautam/Gauri 2, Gobind Enclave, New Delhi.

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