



INDIAN SCHOOL AL WADI AL KABIR

Class: Grade 8	Department: ENGLISH	Date of submission: August 2023
Worksheet No: 11	Topic: Formal Letter	Note: English Language Notebook

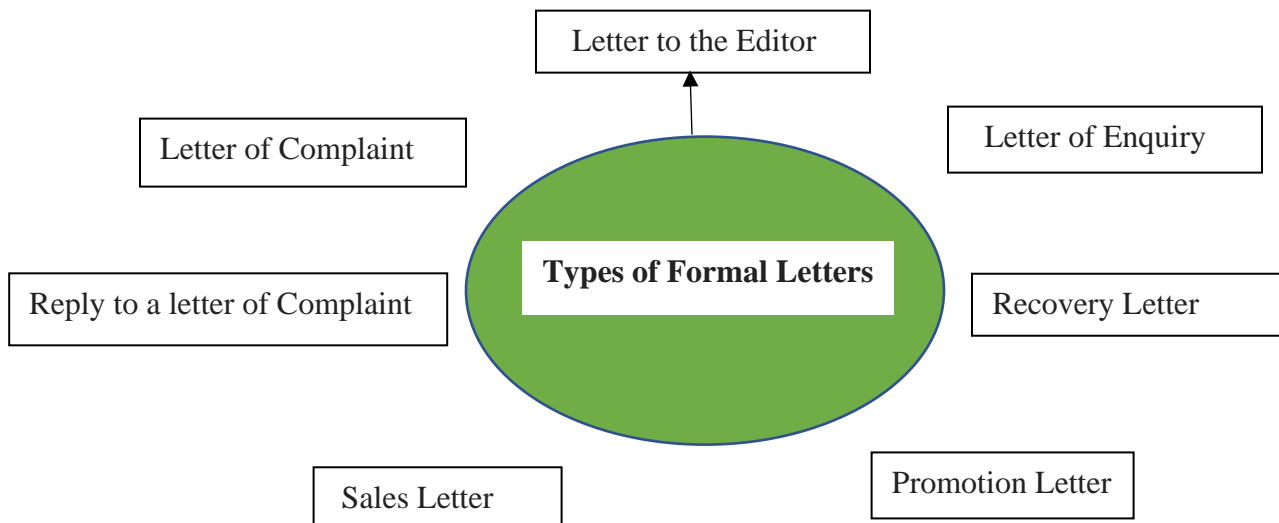
❖ What is a formal letter?

A **formal letter** is written for business or professional purposes with a specific objective in mind. It uses simple and formal language, that can be easy to read and interpret.



❖ The purpose of writing a formal letter:

Letter writing is an essential skill. Despite the prevalence of emails and text messages, everyone has to write letters at some point. Letters of complaint, job applications, thank you letters, letters requesting changes or – making suggestions – the list goes on and on.





A Letter to the Editor is written to the editor of a newspaper or a magazine. It is written to highlight a social issue or problem.

As it is a formal letter, the format has to be followed strictly. Only formal language can be used i.e., abbreviations and slang language should be avoided.

These letters:

1. Give suggestions on the public interest issue.
2. Give suggestions on an issue already raised in an article/ write-up/ published letter.

❖ **Points to keep in mind while writing a letter to the Editor (Structure and content details)**

- ✓ Sender's Address (in 3 lines)
(space)
- ✓ Date in British format (3rd August, 2023)
(space)
- ✓ Receiver's address (in 3 lines)
(space)
- ✓ Subject: To be underlined (shouldn't be a sentence)
(space)
- ✓ Dear Sir/Madam,
- ✓ Body of the letter
 - Paragraph 1 -Statement of the problem
 - Paragraph 2 – Causes of the problem.
 - Paragraph 3 – Suggestions

❖ **How to write?**

- With reference to the news report dated.... I happened to read about....

1. Results of the problem

-has led to
- As a result,

2. Causes

3. Suggestions

- I feel
- In my opinion....
- I suggest....

4. Write the letter in formal language.

5. Write it in 3 paragraphs.

6. Closing statement

- I hope that.....
- Thanking you.

7. Signature after

- Yours truly,
- Yours sincerely,

8. Mention designation in parenthesis if mentioned in the question.

- (Secretary)
- (N.S.S. Volunteer)

EXAMPLE:

Q . A Sample Letter to the Editor of a Newspaper to Highlight the Issue of Open Manholes

25, VKL Avenue
R S Road
Anna Nagar
Chennai – 600089

7th August, 2023

The Editor
The Times of India
Nungambakkam
Chennai – 600023



Subject: Open manholes on R S Road

Respected Sir/Ma'am,

I would like to draw the kind attention of the concerned authorities through the column of your esteemed newspaper towards the issue of open manholes in our area.

It has been more than a period of 6 months now since these manholes were opened, and there have been multiple accidents due to this. We have approached the local authorities and associations in this regard, but no action has been taken so far, and it is becoming a matter of great worry. There are children who walk to school every day, and there are a lot of working people taking this route as it is a road that connects the main road to the Electronic City area where most of the IT companies are located.

Kindly consider this issue and highlight it in your newspaper so that the authorities are alerted about the need to look into this situation as soon as possible in order to reduce the number of casualties.

Thanking you,

Yours sincerely,

Signature
Rashmi Nair
(Designation, if specified)

Exercise:



1. Being punctual with your work increases effectiveness but also helps to earn a good reputation at work. Every morning, the people Vardhman Nagar, New Delhi are in a hurry to reach workplace on time but the rickshaw pullers and the auto drivers at the metro station are creating a lot of nuisances which is causing inconvenience, affecting the punctuality of the residents. You are Manoj / Mamta Sharma, a responsible citizen, write a letter to the Editor of 'The Hindustan Times' to solve this problem.
2. Taps of the residents of Sarvodaya Nagar, Mumbai, is running dry as they are facing shortage of drinking water. As a responsible resident, write a letter to the editor to resolve the issue of the residents.
3. Mumbai is grappling with the devastating impact of heavy monsoon rainfall as floods inundate the city, resulting in frequent traffic jams on the roads. Write a letter to the Editor of the 'Times of India' and inform about the poor road conditions.

WEB RESOURCES:

<https://youtu.be/G0EXT89D4Jk>
