FORMAL LETTER WRITING

The **Format of a Formal Letter** is as follows –

1. **Sender's address**: The address and contact details of the sender are written here. Include an email and phone number, if required or if mentioned in the question.
2. **Date**: The date is written below the sender's address after Leaving one space or line.
3. **Receiver's address**: The address of the recipient of the mail (the officer/principal / Editor) is written here.
4. **The subject of the letter**: The main purpose of the letterforms the subject. It must be written in one line. It must convey the matter for which the letter is written.
5. Salutation (Sir / Respected Sir / Madam)
6. **Body**: The matter of the letter is written here. It is divided into 3 paragraphs as follows -

Paragraph 1: Introduce yourself and the purpose of **writing the letter** in brief.
Paragraph 2: Give detail of the matter.
Paragraph 3: Conclude by mentioning what you expect. (For example, a solution to your problem, to highlight an issue in the newspaper, etc).

7. Complimentary Closing
8. Sender's name, signature and designation (if any)

Sender's address
Date
Receiver's Address
Subject
Salutation
Body of the letter

Complimentary closing
Sender’s Name, signature and designation

QUESTIONS OF FORMAL LETTER-

1. Your class wants to visit a well-known historical monument in a nearby town. Write a letter to your Principal seeking permission and say why you would benefit from the visit.

2. You are Kamini/Kamal of 10 Civil Lines Extension, Chanakyapuri, Agra. The main road leading to your locality has three open manholes causing frequent accidents at night, especially during the rainy season. Write a letter to the editor of 'The Times of India' drawing attention of the municipal commissioner to this problem of the residents.

3. Write a letter to the station master, Anand, informing him about the loss of your suitcase which you realized only on alighting at Anand. You traveled by Navjivan express from Chennai to Anand. You are Priya/Prasad of 12, Kasturi Bai Street, Chennai-20.

4. Write a letter to the editor of a daily newspaper complaining about the construction work on your road in the middle of monsoon season causing inconveniences to the people of your locality.

5. As a regular commuter by bus from Noida to Delhi, you have been witnessing rash driving by the bus drivers daily without an exception. Write a letter to the editor of "The Times of India" drawing the attention of the General Manager Delhi Transport Corporation to this problem. You are Priti/Prakash, 15, Udyog Vihar, Noida.