

UNIT	09	Letters & E-mails
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A formal letter contains some essential parts in due format/style. An ideal formal letter should have the following eight parts: a) Sender’s address, b) date, c) inside address, d) salutation, e) subject line f) body, g) closing, and, h) signature. When writing business letters, special attention is needed to the format including line spacing, indenting and use of punctuation marks.

<div>Sender’s name &address</div> <div>Date.</div> <div>Recipient’s address</div> <div>Subject</div> <div>Salutation.....</div> <div>Body</div> <div>.....</div> <div>.....</div> <div>.....</div> <div>.....</div> <div>.....</div> <div>Closing</div> <div>Signature</div>	<div>Sender’s name &address</div> <div>Date</div> <div>Recipient’s address</div> <div>Subject</div> <div>Salutation</div> <div>Body</div> <div>.....</div> <div>.....</div> <div>.....</div> <div>.....</div> <div>.....</div> <div>Closing</div> <div>Signature</div>
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One of the most common layouts of a business letter is known as **(Full) block format**. In this format the entire letter is left margined and single spaced except for a double space between paragraphs. Another widely used format is known as **modified block format**. In this type, the body of the letter and the recipient's

Sender's name & address	
	Date:.....
Recipient's address.....	
Subject:	
Salutation.....	
Body	
<div style="border: 1px solid black; width: 100px; height: 20px; margin: 10px auto; text-align: center;">Semi block</div>	
Closing	

addresses are left indented and single-spaced. However, the date and sender's address are on the top right but the closing and signature are at the bottom (right to the centre). Another less used style is **semi-block**. It is much like the modified block style except that each paragraph is indented instead of left margined. **Students are free to write their letters in any format/style but they should not use a combination of different formats/layouts in the same letter.**

Examples of three different formats are given above.

Figure of an envelope or stamp is not needed but address can be written. Yet, if any student provides them - it will not earn them any extra credit or penalty.

For emails, students must write the email id, subject, and content as written in a genuine email. Students should be taught in the class that there should be a considerable margin and indenting in the answer script. However, if the answer script has no margin, there should be some penalty for the candidate for a poorly organised writing.

We need to be careful about the word limit. It is usually acceptable to be 10% above or below the word limit (so, for example, a 200 word assignment should be between 180 and 220 words). But if the instruction says something like "Write not more than 200 words", you must not exceed the word limit. Similarly, if the instruction says, "Write at least 200 words," then you have to write at least 200 words to be credited.

Formal letters

1. Write an application to the Head Teacher requesting him/her to arrange an annual picnic. Write in 150 words.

Mymensingh

07 December 2014

Headteacher

Ananda Niketon School

Mymensingh

Subject: An application for arranging an annual picnic.

Dear Sir

We, the undersigned, are the students of classes 6 and 7. With due respect we are writing this letter to you. You know that our annual examinations are going to be over on 18 December 2014. Throughout the year we were engaged in serious academic activities. Now we would like to have some time for fun and recreation after the examinations are over. This is why, we would like to go on a picnic under your guidance. This time our choice is Gazipur Safari Park. Students will contribute the required amount of subscription.

Therefore, it will be great if you kindly agree with our proposal and do the needful, please.

With best regards.

Your obedient students of class 6 and 7

2. An Application to the Chairperson of a local foundation for a scholarship they offer to promising students.

Farooque Abdullah
107, Sidhwaswari
Dhaka

Chairperson
Support for Survival Mission (SSM)
88, Kakrail
5th Floor
Dhaka

Subject: Application for scholarship.

Dear Madam/Sir

I came to know that SSM offers scholarships for promising students every year. I'm a student of class 6 in Sidhwashari Boys' High School. Last December my father died in a road accident. In fact, he was the only earning member of our family. My mother works in a local NGO. It is very difficult for her to manage the educational expenses of our three brothers and sisters. Therefore, I'm sending this application for your kind consideration in the category of Secondary Education Support. It is to mention here that in the last JSC examination I got GPA 5. I attach a copy of my academic record with this application.

I'll be looking forward to your responses.

With best regards.

Farooque Abdullah

3. Application to the Director, National Museum requesting free access for a day to Liberation Gallery.

Dhaka

1 January, 2015

Director

Bangladesh National Museum

Shahbag, Dhaka

Subject: Application for a free access to the national museum.

Dear Madam/Sir

We the undersigned are from Mohakhali Model School. We are the students of class 7. We send this application to you expressing one of our requests. We have read a lot about the national museum of our country but we could not get any opportunity to enter there. We know that a museum shows a country's culture, history, tradition, heritage and many more. Therefore, we would like to explore the historical evidences of our great liberation war by visiting the national museum on 26 March 2015. We are altogether 35 students. And 3 teachers will guide us.

We will really appreciate if you kindly allow us, the young generation of the country, to spend a day inside the museum free of costs.

We will be looking forward to your responses.

Sincerely yours.

The students of Mohakhali Model school

4. Letter to the Secretary, City Blues School Debating Club inviting their team to a debate competition.

Umme Habiba Beauty
Secretary
KoloKakali Debating Club
9, GEC More,
Chittagong

16 January, 2015

Christina Halder
Secretary
City Blues School Debating Club
Pahartali, Chittagong

Subject: Invitation for a debate competition

Dear Ms Halder

Hope this letter will find you in good spirit and health.

KoloKakoli Debating Club is going to organize a debate competition at school level since 14 February 2015. As part of this programme, we are contacting schools for consent. I'm aware that City Blues School always takes part in such competitions. This time if you agree to register your team for the forthcoming competition, please contact us by 23 January 15. We'll appreciate if you also send us a list of the participants with your consent letter. Please feel free if you have any question or queries.

I'll be looking forward to your responses.

Best wishes
Signature
(Umme Habiba Beauty)

5. A letter to Muktiyuddho Jadugharh requesting them for a day long exhibition on liberation war at your school compound.

Udayan Chakma and
Kalpana Mahato
Class representatives
Bandarban Adarsha School
Bandarban

Date: 18 January 2015

Trustee

Muktiyuddho Jadugharh

Segun Bagicha, Dhaka

Subject: A day long exhibition on the Liberation War

Dear Sir/ Madam

Hello!

We are writing on behalf of the students of Bandarban Adarsha School. Our school is located at one corner of Bangladesh. The students do not have sufficient opportunities to go to Dhaka museum to explore the evidences of the great Liberation War. We read the history of our Liberation war only in the books.

Since Muktiyuddho Jadugharh has a mobile museum, we request you to arrange a day long exhibition at our school premises. This will help students as well as others in this area to experience the facts of the liberation war from a close quarter.

We will be looking forward to your responses.

With best regards.

Udayan Chakma

Kalpana Mahato

6. An application to the Headteacher requesting him to issue a transfer certificate for you.

28 January 2015

Headteacher

Shah Makhdum Ideal School

Ponchoboti

Rajshahi

Subject: An application for issuing a transfer certificate

Dear Sir

With due respect I'm drawing your attention to the fact that my father works in a government department and recently he has been transferred from Rajshahi to Barguna. Please see the attached document as his transfer order. This means that my family is shifting to Barguna very soon. Hence I need a transfer certificate from this school for my admission to a new school in my new town.

I, therefore, request you to issue me a transfer certificate and oblige thereby.

Your most obedient student

(Mohuya Sen)

Roll number

22

Class 6

Section B

7. An application to the Headteacher of a school requesting him to allow you for admission on transfer from another school.

28 January 2015

Headteacher

Barguna Government School

Barguna

Subject: An application for admission on transfer

Dear Madam/Sir

With due respect I'm drawing your attention to the fact that my father works in a government department and recently he has been transferred to Barguna from Rajshahi. Please see the attached document as his transfer order. In the meantime, my family has shifted from Rajshahi to Barguna. Now I would like to be a student in your school. A copy of my transfer certificate from my previous school (Shah Makhdum Ideal School, Rajshahi) is attached with this application too.

I would be really grateful if you kindly permit me to be a student in your school and do the needful for my admission, please.

Sincerely yours

Mrinalini Roy

8. An application to the school authority requesting them to issue a reference letter for you as you need this for your visa purpose.

Date: 17th of January, 2015

The Headteacher

Magura Govt. Girls High School

Magura

Subject: An application for issuing a reference letter

Dear Madam

I'm a student of Grade 6 in your school. My father is a wage earner in Arab Emirates. We have decided to meet my father in the coming summer vacation. We have already applied to the Embassy of Arab Emirates for our visa. Now I need a reference letter from my school for my visa formality.

I will be highly obliged if you kindly issue a reference letter for me so that I get my visa and spend a few days with my father.

Sincerely yours

(Catherine Moumita)

Roll no. 09

Section B

Grade 7

9. You have come to know that a new organisation **Young Volunteers** engage school going students as apprentice for office work. Write a letter expressing your interest to work with them. Tell them the dates and time you are free to work.

Sagarika Tanchanka
Master Colony
Rangamati

23 January 2015

Manager
Young Volunteers
College Road
Rangamati

Subject: An application for volunteering job

Dear Sir

I'm a grade 6 student of Uddipon School, Rangamati. I have come to know from some senior students that your organisation is working with school going students. Recently some of my classmates worked as volunteers in a cleaning campaign. I am also interested in this campaign. I can work as a volunteer on my weekends. This is our town and we should keep it clean.

I would really appreciate if you please enlist me as a volunteer for your cleaning campaign and contact me when needed.

With best regards.

(Signature)

Contact number of the guardian:
01998877665

Writing E-mails

For emails, student must write the email id of the receiver, subject, and content as written in a genuine email. Students should be taught in the class that there should be a considerable margin and indenting for the e-mailed message.. However, if the answer script has no margin, there should be some penalty for the candidate for a poorly organised writing.

1. You are interested to improve your English. One of your friends has suggested you to enroll into Young Learner's English course from the British Council. Write an email to the British Council to send you information about Young Learners' English.

Mollika Momtaz
26, Police Line Street
Rajshahi
25 January 2015

Manager
The British Council
Rajshahi

Subject: Request for information regarding Young Learner's English course

Dear Sir/Madam

I am a grade 6 student of Rajshahi University School. I have come to know that the British Council is offering English language learning courses for young learners. I am also interested in this course but I need to know about the course first. It would be really great if I know the duration of the course and classes, frequency of the classes, course fees, and next enrolment dates.

I would really appreciate if you please send me an email or letter answering my queries.

With best regards
(Signature)

Contact number of the guardian:
01998877665

email of the guardian: nurjahan.momtaj@gmail.com

11. Write an email to the organizers of Math's Olympiad to organize a competition at your locality.

Sender

Nahia Yasmin

Haripur Secondary School

Bishoykhali, Jhenaidah

Receipient

Pritom Chowdhury

Secretary

Bangladesh Maths' Olympiad

Khulna Chapter

Subject: Organizing Maths' Olympiad in this locality

Dear Sir

I am writing on behalf of the students of our locality. Often we see the stories of Maths' Olympiad or Physics Olympiad at the national dailies. Since they take place in big cities, we do not get opportunities to attend. Sometimes we simply do not know about the programmes.

Therefore, the students of this area request you to arrange a Maths' Olympiad in this area on a week end. This would give us the chance to take part in the competition locally.

I will be waiting for your responses.

With regards.

Signature: Nahia Yasmin