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Name – Pratik Pingale.

Roll no. – 19CO056

Class – COMP. ENGG. (First Shift)

Subject – Business Communication Skills

## **Assignment - 4**

### **Letter Writing**

#### **Formal Letter:**

A formal letter is one written in an orderly and conventional language and follows a specific stipulated format. These letters are written for official purposes only, such as writing a letter to the manager, to the HR manager, to an employee, to the Principal of the college or school, to a teacher, etc. But we do not use formal letters for personal use such as writing it to our family, relatives or friends.

Formal letter writing format requires some specific rules and conventions. Also, the language of the letters should be very professional. The format here will help in relaying the content of the letter in a formal way. An example of a formal letter is writing a resignation letter to the manager of the company, stating the reason for resignation in the same letter.

Usually, these formal letters are written in English in private companies. But, in India, many companies, especially government firms, accept formal letters written in the Hindi language. In fact, the formal letter formats are also taught to the students in schools so that they would be able to write the letters for any particular situation to their teachers and principals. Read on to find more about the formal letter example and formal letter writing samples, for example of a formal letter.

#### **How to Write a Formal Letter?**

To write a formal letter follow the below-given tips:

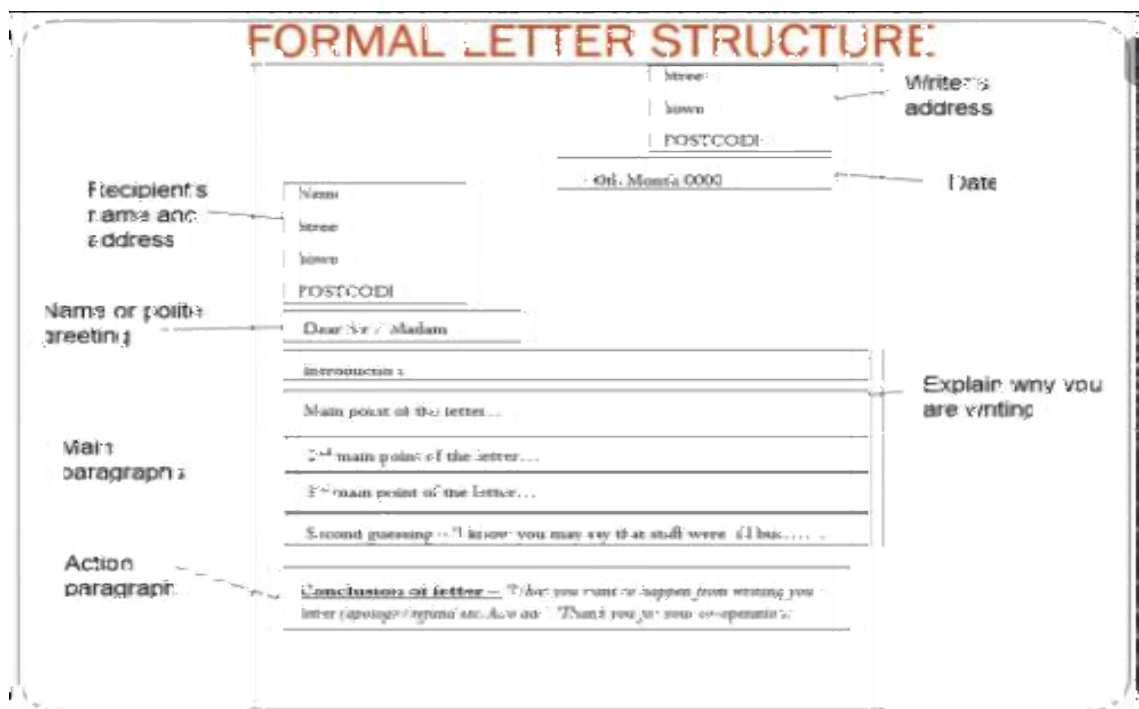
- Address or greet the concerned person properly like Dear Sir/Madam
- Always mention the subject of writing the letter
- Be concise in your letter. Write the reason for writing the letter in the first paragraph itself. Do not stretch the letter too much.
- The tone of the letter should be very polite and not harsh
- Write in a proper format and take care of the presentation of a letter

- Mention the address and date correctly.
- Mention the name and designation of the recipient correctly
- The closing of the letter should be with gratitude. Use “Thank you” for consideration of the letter and then at last mention “Yours sincerely or truly” along with your name and signature.

### **Formal Letter Format**

A formal letter has a format which needs to be followed. A typical formal letter format is:

1. Sender's address
2. Date
3. Name / Designation of Addressee
4. Address of the Addressee
5. Salutation
6. Subject
7. Body – Introduction, Content, Conclusion
8. Complimentary Close
9. Signature / Name of the Sender
10. Designation of the Sender



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20 May 2020**

**Anand Desai.  
Assistant Manager  
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**Subject: Admission for Internship Training.**

Dear Sir,

I Pratik Pingale studying in AISSMS COE in the batch of second year (S.E.) is a regular and hardworking student. As I'm from Computer Engg. Branch and as a part of my course, I would have to do an internship in which I will have to learn about roles and responsibilities of the work profile I will be looking forward to have in future.

While listing out the potential company names, I came across the company which matches with the list of requirements I have. Also, I think that I will get a lot more to learn from your organization as I have also looked at the people working at company from so many years. I feel that I can get best experience while doing internship with your company.

I am also attaching also my resume that list out all academic qualifications and credentials.

Also, I have attached my projects and certificates that I have work throughout the semester. I would request you to have a look at it end consider my application.

I will be looking forward to hearing from you about the possibility and opportunity further.

**Yours Sincerely,**  
Pratik Pingale