

Letter Writing

What is Letter Writing?

There are six parts of the letter and they are:

- Sender's address
- Date
- Greeting or Salutation
- Body of the Letter
- Subscription
- Signature

1. Sender's Address

The writer's complete postal address has to be mentioned at the beginning of the letter on the left-hand side of the paper. This lets the receiver know where you wrote the letter from.

2. Date

The date is written just below the sender's address, and It lets the recipient know when exactly the letter was written. The date may be written in any of the following ways:

4th July 2005

July 4, 2005

4/6/2005

4-6-2005

4.6.2005

3. Greeting or Salutation

The Salutation depends on the relationship between the sender and the receiver.

- To members of your family and friends, it could be *Dear Father, My Dearest Friend, Dear Uncle, Dear Diana*, etc.
- To Business people or any officer of higher rank, it could be *Dear Sir, Respected Sir/Ma'am*, etc.

4. Body of the Letter

The message that you want to convey is stated in the body of the letter. The style, however, depends on the type of letter you are writing. The style of a friendly letter differs completely

from that of a business letter or an official letter, but certain points apply to both *formal letters* and *informal letters*.

Generally, when you draft the body of your letter, see to it that you divide it into short paragraphs, according to the change in the subject matter. Use simple and direct language that is easy to comprehend. Put down all your points in a logical order.

5. Subscription

The subscription helps you courteously end the letter. The subscriptions change according to the type of letter you are writing. It can be written as *Yours faithfully*, *Yours lovingly*, *Yours sincerely*, *With love*, etc.

6. Signature

The signature or the name of the writer should be written just before the subscription.

Different Types of Letters

Letters can be classified into two main types according to the purpose of the letter. Informal Letters, also known as Social Letters, include Friendly Letters and Notes of Invitations.

Formal Letters, also known as Business Letters, include Letters of Application, Letters to Higher Authorities, and Letters to Newspapers.

Informal Letter

Letters to friends and family can be written in a conversational style. They are just a composition of spontaneous thoughts, and they are easy and personal. When writing an informal letter, you are free to use colloquial language, which would be quite out of place in a formal letter. This does not mean that you can pen down random thoughts that are disconnected and make no sense. Wrong spelling, punctuation and grammar are not allowed even though the letter is informal and personal.

Formal Letter

Formal letters or Business letters should be clear and concise. You should always remember that formal letters are written to bring important information into consideration, so you should always take care to draft the letter carefully by providing only the necessary information.

Types of Letters Examples

Sample Informal Letter – Letter to a Friend in Reply to Her about Planning a Trip Together

16/65, Martins Castle

DB Road

Hyderabad 500023

20/05/2020

Dearest Caro,

I was happy to see your letter, and I loved your idea. I have been wanting to go on a trip with you for a long time, and I think both of us can finally make time to plan and make it happen.

I have a list of places that I thought would be fun to visit. I also do have a list of things I would like to do on our trip. I am too scared of heights, and I know you are too, but I have always wanted to try out bungee jumping with you. Let me know what you think about it. We can also find affordable and beautiful places to stay, and I am sure we can chart it all out. I cannot wait to go on this adventure with you. I know it is a secret to be kept since it is going to be just us, and that makes it all the more exciting. I know for sure that it is going to be worth it too.

I will make sure that I meet you next weekend and make plans for the trip. It would definitely be difficult to get our parents to allow us on this trip, but let's try hard and make this work. See you soon.

Love,

Rose

Sample Formal Letter – Letter of Application

3, Old Gate

Nagpur 440003

20th April, 2018

The Principal

Taurina High School

Mumbai 500043

Subject: Application for the post of English Teacher

Dear Sir,

I am applying for the position of English Teacher in your organization with reference to the advertisement on The Indian Express dated 18/04/2018. I have great interest in this position and would highly appreciate it if you could consider my application.

I have completed my Post Graduation in English and have experience of working as a High School English Teacher for two years. In my teaching experience, I have come across various challenging situations with kids and parents, and I have learnt to handle all of them well. I have enjoyed connecting with the children and being a part of their growth and development as considerate and intelligent individuals.

I have attached my resume and experience certificate for your kind perusal and hope to hear from you in this regard.

Yours faithfully,

SEAN ALEXANDER