

Formal letter

1. Receiver's address (To)
2. Date
3. Sender's address (From)
4. Subject
5. Salutation
6. Body of the letter
7. Closure
8. Signature
9. Enclosure

- * Each formal letter atleast write two paragraph.
- * Enclosure :- positivity,

Formal letter then

- i) Structure components
- ii) Formal language
(Constructing are informal.
Abbreviation, Acronym, exclamationary)
- iii) Specific purpose (MOD)
- iv) Atleast have two paragraph.

Different types of formal letter.

- i) Acceptance letter (Job; Reward; Admission; invitation; Achievement)
1st Para :- Acknowledgement of the official offer/request
2nd Para :- formal acceptance; enquiry if any; of the future course of action
3rd Para :- Positive note
closure

ii/ letter to decline (Job; Reward; Admission; Invitation; Achievement)

1st para: - Acknowledgement of the official offer / Request

2nd para: - Declining the offer or request show reason if applicable (to show pol)

~~3rd para~~ closure: - Hope for future