

Letter writing

Elements of letter

EXHIBIT 15.1 Formal letter with standard and additional elements



Residents' Welfare Association
Nehru Colony, Jawahar Nagar, Coimbatore

Date — January 12, 2015

Mailing Notation — **By Speed Post**
Address Notation — Personal
Inside address — Water Works Department
Moorthy Complex
Bapu Nagar
Coimbatore

Attention line — **ATTENTION:** Mr Rohan Kumar, In Charge, Water Supply
Salutation — Dear Mr Rohan Kumar,

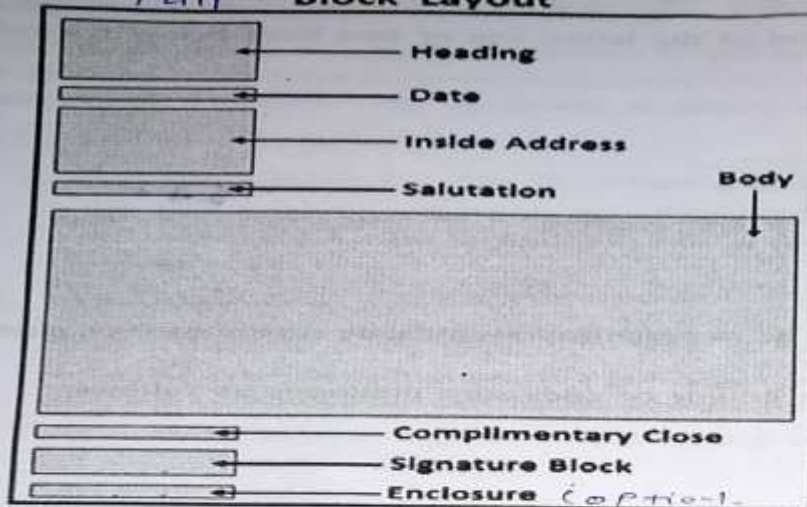
Subject line — **SUBJECT:** NO WATER SUPPLY ON 5 JANUARY 2015
I am extremely sorry to inform you that our colony did not have any water supply on the 5th of this month and we had to face acute water shortage because of this
I contacted your office on 5th January at 10 a.m. and the person at the receiving end informed us that the water supply has been stopped for certain areas because of some problems in pumping. But he ensured that the supply would resume by 5 p.m. To our dismay, we could not receive water on that day. The complaint letter signed by all the residents of this colony is enclosed. Please look into the matter and see to it that such lacuna does not occur at least in future.

Complimentary close — Regards
Sincerely,
Signature block — *Manokaran*
Reference Initials — Manokaran, President
gk

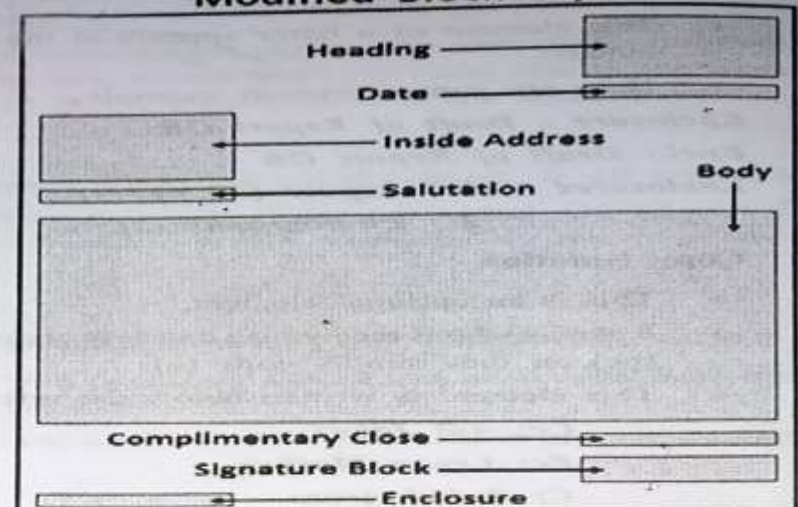
Enclosure line — Enclosure (1)
Copy line — Copy: Chairman, Water Board
Post script — PS: Please instruct your office to give prior intimation in case of not supplying water on a particular day.

Patterns

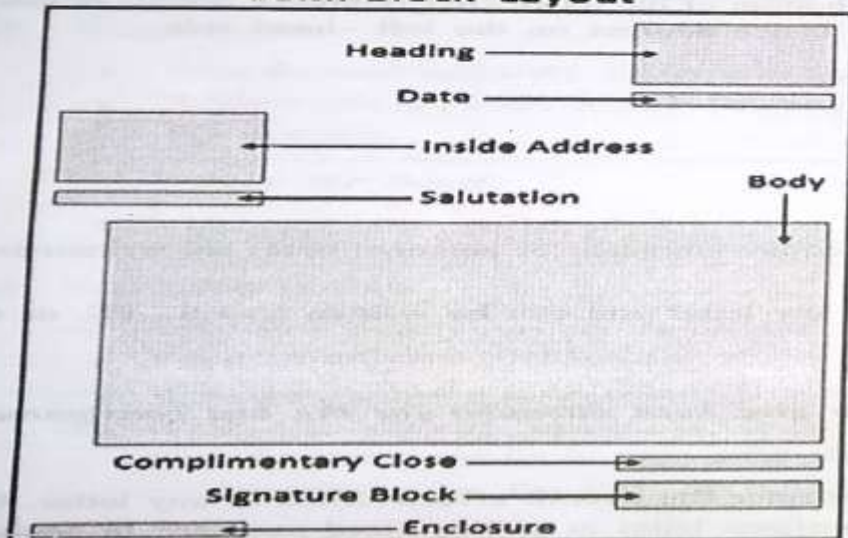
Full - Block Layout



Modified Block Layout



Semi-Block Layout



Simplified Layout

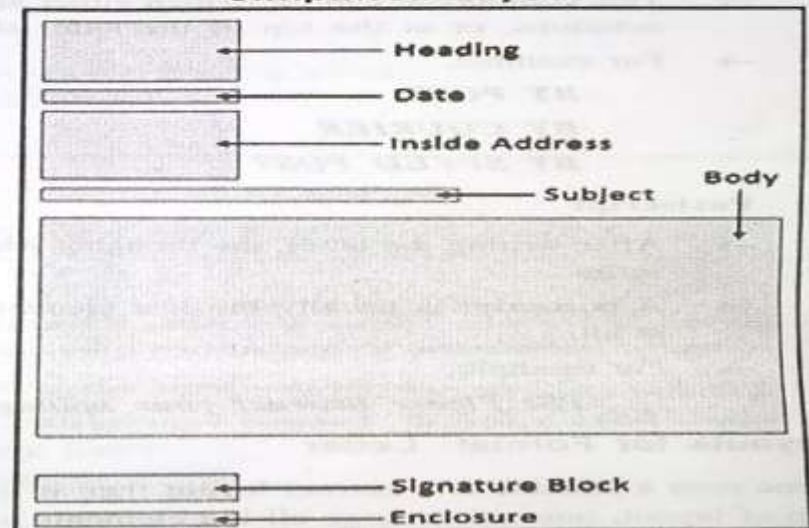


Fig. Layouts for Formal Letter

Thank you