

# Formal Letter

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## Introduction

Formal letter is a business or official letter. They are written to complaint or inform something. These letters include applications, letters to editors, official letters, letters to and from organizations, government departments etc. These letters have an objective or business-like style of writing.

### Points To Remember:

1. Mentioning the subject is a must in a formal letter.
2. The formal letter should be brief, simple and concise.
3. It should focus on the issue rather than dwindling on various other elements.
4. Colloquial words or expressions must be avoided.
5. The imperative tone must be avoided in case of formal letters.
6. Coherence should be maintained.
7. Marks will be awarded on the use of appropriate style, language, content and expression.
8. Although, marks will not be deducted for exceeding the word limit, it is advisable to follow the given word limit.

### Difference between formal and informal letters:

The basic difference between informal and formal letters is that of the receiver. Informal letters are written to friends, family, relatives, and other near and dear ones, while, the formal letters are written for official purposes or to write to the editor of a magazine, the commissioner, the principal of a school, etc.

It is compulsory to include a subject in a formal letter which is not necessary in an informal letter. We usually add both the addresses in a formal letter while it is only important to write the recipient's address in an informal letter.

The language of a formal letter is also very formal and precise while one is allowed to use colloquial language in an informal letter.

### Need for Urgent Repair of Classroom

**Q. Write a letter to the principal of your school requesting him to get your classroom repaired as it has been in a bad condition for some time now. You are Anil of ABC Public School, Uttam Nagar, New Delhi-59.**

**Answer:**

Examination Hall

New Delhi-110062

Nov 25, 2019

The Principal

ABC Public School

Uttam Nagar

New Delhi-110059

Dear sir,

Subject: Need of urgent repair of the classroom assigned to VIII-C

With due respect, I would like to draw your kind attention towards the poor condition of our classroom that is room no. 15 on the first floor of the school building.

Our classroom is in need of urgent repair. There is dampness in the walls and the roof. It not only smells bad but the plaster has also started coming off the walls. This may pose health hazards in the approaching winter. Moreover, students cannot concentrate on their lessons with uncomfortable surroundings.

As it is becoming increasingly difficult for us to continue studying in the classroom, I request you to arrange for our classroom to get repaired at the earliest. Meanwhile, please assign another classroom to us.

Yours sincerely,

Anil

Class VIII-C

**Indiscriminate Use of Loudspeakers**

**Q. Write a letter to the editor of The Times of India complaining about the nuisance created by the use of loudspeakers. You are Peeyush Sharma, a resident of Sector 15, Vasundhara Enclave, New Delhi.**

**Answer:**

Sector 15

Vasundhara Enclave

New Delhi

October 18, 20xx

The Editor

The Times of India

New Delhi

Dear sir,

Subject: The nuisance created by the use of loudspeakers

Through the columns of your esteemed newspaper, I would like to draw the attention of the concerned authorities towards the nuisance created by the use of loudspeakers.

Now-a-days, the use of loudspeakers at religious places, political gatherings, marriages, etc. has become a very common sight. The organizers of these events do not bother to turn off the loudspeakers after the specified time for their use is over. In a lot of cases, the use of loudspeakers continues till late night, creating a lot of nuisance and disturbance for a lot of people.

I request the authorities to look into this matter and put stricter rules in place. They must ensure that the use of loudspeakers does not continue after the stipulated time is over. Their efforts in this regard would be much appreciated.

Yours truly,

Peeyush Sharma

**Menace Caused by Stray Animals**

**Q. Write a letter to the Municipal Commissioner of your city complaining about the menace caused by the stray animals. You are Anuj, a resident of 105, Rohtak Niwas, Moradabad.**

**Answer:**

10

Rohtak Niwas

Moradabad

Uttar Pradesh

15 January 2019

The Commissioner

Municipal Corporation

Moradabad

Uttar Pradesh

Respected Sir,

Subject: Regarding the menace caused by stray animals

I would like to draw your attention towards the problems created by stray animals all across the city.

Animals such as cows, dogs and pigs can be found sitting or randomly moving on the roads, thereby causing problems to the swift movement of traffic and creating huge traffic jams. Apart from this, these animals urinate or relieve themselves on the roads itself, which adds to the already existing problem of cleanliness in the city. Also, most of them eat out of the municipal dustbins and in the process end up littering waste materials on the roads.

I believe these animals would do well if they were placed in animal care units. I, therefore, request you to take appropriate actions in order to put this problem to rest before more harm is caused.

Yours truly,

Anuj

## **Discrepancy in Books Ordered and Books Received**

**Q. You are Anita, a student of DPC Public School, Ashok Vihar, New Delhi. Write a letter to M/s Ratna Book Depot, Nai Sarak, New Delhi, complaining about the discrepancy in the books you have received and the books you had initially ordered.**

**Answer:**

DPC Public School

Ashok Vihar

New Delhi-110052

Nov 18, 2019

The Manager

M/s Ratna Book Depot

Nai Sarak

New Delhi

Sir/Madam,

Subject: Discrepancy in books ordered and books received

I am a student of DPC Public School. Last week, I had placed an order of books at your book store. However, I regret to inform you that the books I received yesterday are not in accordance with the books I had ordered.

I had placed an order for class X textbooks of English and History, published by NCERT, but the books that were delivered to me belong to class XII. The invoice number mentioned on the parcel is RBD/162/089.

I request you to cross-check the documents and send the correct books as soon as possible.

Regards,

Anita

## **Request for Setting Up a Children's Park**

**Q. Write a letter to the chairman of the municipal committee of your city requesting him to build a children's park in your city. You are Rajat of A 55, New Mandi, Ambala.**

**Answer:**

A 55

New Mandi

Ambala

April 10, 2019

The Chairman

Municipal Committee

Ambala

Respected Sir,

Subject: Request for setting up a children's park

I would like to draw your kind attention towards the need for a children's park in Ambala.

Our thickly populated city has many modern facilities. However, children do not have a common place to play. It is heart-rending to find children confined to their homes due to the lack of a well-maintained playground or park. It is not safe for children to play on streets or in narrow by-lanes.

The constant movement of people and traffic makes it extremely difficult for them to play outside their houses. I am sure you understand that parks are an essential part of the development of any town or city.

I, therefore, request you to give the above matter serious and immediate attention. Your effort would be very much appreciated.

Yours truly,

Rajat

## **Request for Permission to Visit the Science City**

**Q. You are Surveen, the secretary of the Science Club of your school. The members of the club want to visit the Science City. Write a letter to the principal of your school requesting him to allow your club to visit the Science City.**

**Answer:**

The Principal

ABD Public School

Vivek Vihar,

New Delhi – 110025

18 September 2019

Respected Sir,

Subject: Request for permission to visit the Science City

As the secretary of the Science Club of our school, I would like to bring to your notice the need for an educational tour.

Recently, our club took part in an Inter-school Science Exhibition where we came to know about the Science City. We all are keen to visit the place accompanied by our Science teachers. They are aware of the need of such tours for the members of the Science Club and have encouraged us to ask permission for the same.

We would be grateful if you grant us permission to visit the Science City on the 28<sup>th</sup> of September 2019.

Yours obediently,

Surveen

Secretary,

Science Club

### **Exemption from Morning Assembly**

**Q. You are Anil of Manav Public School, New Delhi. Write a letter to the principal of your school requesting her to exempt you from the morning assembly.**

**Answer:**

The Principal

Manav Public School

Amity Garden

New Delhi

Nov 27, 2019

Respected madam,

Subject: Exemption from morning assembly

With due respect, I want to state that I am a student of Class VIII-A in your school. I want to bring to your notice that last afternoon while going back home, I fell from my bicycle and badly hurt my left knee.

I request you to allow me to stay back in the classroom during the morning assembly. The doctor has advised me not to stand for long durations as that would put more strain on my leg.

I shall be ever grateful if you kindly exempt me from morning assembly for a period of one week.

Yours obediently,

Anil

Class VIII-A

**Poor Condition of Roads in the Locality**

**Q. Write a letter to the editor of a daily regarding the poor conditions of roads in your locality.**

**Answer:**



Examination Hall

Delhi-110059

Nov 21, 2019

The Editor

The Times of India

New Delhi-110002

Sir,

Subject: Poor condition of roads in our locality

Please allow me to use the columns of your esteemed newspaper to bring to the notice of the concerned authorities the poor condition of roads in our locality, Uttam Nagar.

The roads here are in terrible conditions. They have not been repaired for quite some time now. The potholes on the roads are a major cause of concern. Not only do they slow down the traffic but also cause several accidents. As a result, we have been witnessing huge traffic jams in peak hours. During monsoons, these potholes become the breeding ground for mosquitoes as they are perpetually filled with water.

We have tried to bring this problem to the notice of the concerned authorities in the past too. However, all our efforts have gone in vain so far. We hope that the authorities will take some concrete action this time.

Yours truly,

ABC

### **Request to Redirect All Letters to New Address**

**Q. You are Priya. Recently, you shifted to 215, Pushpanjali Enclave, Pitampura, New Delhi-34 from 105, Model Town II, New Delhi-09. Write a letter to the postmaster requesting him to redirect all your letters to the new address.**

**Answer:**

215, Pushpanjali Enclave

Pitampura

New Delhi-110034

Nov 27, 2019

The Postmaster

Pitampura Post Office

New Delhi-110034

Dear sir,

Subject: Request to redirect all our letters to my new address

This is to bring to your kind notice that our family has shifted to a new address. So, I request you to redirect all our letters, parcels and other mails to our new address.

The address of our new house is 215, Pushpanjali Enclave, Pitampura, New Delhi-110034. The old mailing address was 105, Model Town II, New Delhi-110009.

I request you to kindly update your records with my new address. I would be highly thankful for your cooperation.

Yours truly,

Priya

## **Exemption from Appearing in Terminal Examinations**

**Q. You are Manisha Sharma. Write an application to the principal of your school requesting him to exempt you from appearing in the first terminal examinations.**

**Answer:**

Examination Hall

New Delhi-34

10 November 2019

The Principal

ABC School

New Delhi-34

Respected sir,

Subject: Exemption from appearing in terminal examinations

I, Manisha, a student of Class X-A in your school would like to bring to your kind notice that I have been suffering from typhoid for nearly a month now. I have been on medical leave during this period. The doctor has advised me complete rest for another 10 days.

I have not been able to pay attention to studies for the last one month. Thus, I am not in a position to appear for my first terminal examinations that are commencing next week.

I request you to kindly exempt me from appearing in the said examination. I assure you that I shall make up for the loss of studies after I have fully recovered.

Yours sincerely,

Manisha Sharma

Class X-A