

Formal Letter Writing



Formal Writing

3 Things to Avoid in any formal writing:

1. Contraction

For example:

Have not > Haven't

Cannot > Can't

Do not > Don't

2. Idioms

For example:

Kick the bucket

Apple of the eye

Blue bird

3. Omission of Subject

For example:

Hope that...

Wish you...

Pray for your...

Key Parts of a Formal Letter

Date

Recipient's Designation & Address

Subject Line

Salutation

Body Paragraph 1

Body Paragraph 2

Body Paragraph 3

Complimentary Close

Signature

Enclosure(s)

10 April 2022

The Headmaster/ Principal
International School,
Dhaka 1213

Subject:

Sir/ Madam,

I would like to draw your kind attention to the
fact that,...

In this context,...

I, therefore, hope that you would please
grant
my appeal.

Sincerely yours,

Name

Enclosure:

Question:

Write an application to the Headmaster of your school requesting him/her to offer you a full-free studentship.

Model Answer:

10 April 2022

The Headmaster
International School,
Dhaka-1213

Subject: Full-free Studentship.

Sir,

I would like to draw your kind attention to the fact that, my father is a government employee, and he is the only earning person in our family. I have two more school-going siblings. At present, it has difficult for my father to bear our educational expenses. As a result, I cannot Continue my education without any financial support or scholarship.

In this content, I implore you to grant me a full-free studentship so that I can continue my study.

I, therefore, hope that you would please grant my appeal.

Sincerely yours,

Raihan Siddik

Class: IX

Roll No.: 107

Section: A

Enclosure: 1. My father's salary certificate

Question:

Write an application to the Headmaster of your school requesting him to allot you a seat in the school hostel.

Model Answer:

20 February 2022

The Headmaster
Dhaka Grammar School,
Dhaka-1209

Subject: A Seat in the School Hostel.

Sir

I would like to draw your kind attention to the fact that, my father is a government employee. Lately, he has been transferred from Dhaka to Chittagong. My family has already shifted there. Now, as my SSC examination

is near at hand, it is impossible for me to shift there in Chittagong right away.

Moreover, I do not have any relative here to live with.

In this context, I implore you to allot me a seat in the school hostel so that I can comfortably complete my SSC from here.

I, therefore, hope that you would please grant my appeal.

Sincerely yours,

Shafin Islam

Class : X

Discipline : Science

Section : A

Roll No. : 17

Question:

Write an application to the Headmaster of your school requesting him/her to set up a debating club in your school.

Model Answer:

20 October 2021
The Headmaster
PNC School, Rajshahi.

Subject: Setting up a Debating Club.

Madam,

We would like to draw your kind attention to the fact that, there is no debating club in our college, though ours is one of the most reputed schools in the country. Our students are keeping remarks of outstanding performance both in curricular and co-curricular activities throughout the country. A debating club would definitely take it a step ahead, and develop the students' rational and reasoning capability.

In this context, we implore you to take necessary steps to set up a debating club in our school.

We, therefore, hope that you would please grant our appeal.

Sincerely Yours,

The students of PNC School, Rajshahi.

Question:

Write an application to the Headmaster of your school requesting him/her to set up a computer club in your school.

Model Answer:

12 March 2022

The Headmaster
Ideal School, Chottogram.

Subject: Setting up a Computer Club.

Sir,

We would like to draw your kind attention to the fact that, there is no computer club in our school. As a result, we lag behind in computer literacy. Moreover, there is compulsory ICT subject in our syllabus. Because of having no computer club, we cannot learn the topics from ICT practically.

In this context, we implore you to take necessary steps to set up a computer club in our school.

We, therefore, hope that you would please grant our appeal.

Sincerely yours,
The students of Ideal School, Chottogram.