

Writing Skills

Letter Writing

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Letter Writing

Letter Writing

- The art of letter writing has been through ages and is considered to be the traditional way of communicating one thought.
- Written message conveyed from one person to the other - handwritten or printed on paper.
- Usually sent to the recipient via mail or post in an envelope, **although this is not a requirement as such**
- **E-mails, SMS, and other means of communication have become the norm**
- Letter writing is still used for communication, particularly in **official communication**.
- Letters are still an important means of communication –
 - Cover letter for a **job**
 - **Bank reminder**
 - **College acceptance letter, etc.**

Different Types of Letters

- According to the **purpose**
 - Letters can be classified into two main types
 1. **Formal Letters** - Known as business letters, include –
Letters of application, letters to higher authorities, and letters to newspapers.
 2. **Informal Letters** - Known as social letters, include –
Friendly letters and notes of invitations.

Formal Letter	Informal Letter
<ul style="list-style-type: none">• Written for professional or business purposes	<ul style="list-style-type: none">• Usually drafted for personal purposes
<ul style="list-style-type: none">• Formal writing tone is used (accepted & standard)	<ul style="list-style-type: none">• Casual and emotional writing style is common
<ul style="list-style-type: none">• Should be precise and to the point	<ul style="list-style-type: none">• Informal letters can be lengthy
<ul style="list-style-type: none">• Examples - Clients, application, colleges, etc.	<ul style="list-style-type: none">• Examples - Relatives, friends, etc.

Letter Writing Format

- Letters has its own form and style.
- **General guidelines** for letter writing
 1. Sender's address
 2. Date
 3. Recipient's address
 4. Greeting or Salutation
 5. Body of the Letter
 6. Subscription
 7. Signature

Letter Writing Format

1. Sender's address

- Writer's complete postal address has to be mentioned at the beginning of the letter on the **left-hand side** (entire name, street address, city, state, and pin code).
- Lets the receiver know where the letter is written.
- Example

From

Rahul Kumar

R60, Ashoka Hostel

University Hostel

Babasaheb Bhimrao Ambedkar University (A Central University)

Lucknow - 226025

Letter Writing Format

2. Dateline

- Written just below the sender's address
- Lets the recipient know when exactly the letter was written.
- Example

4th January 2023

January 4, 2023

4/1/2023

4-1-2023

4.1.2023

Letter Writing Format

3. Recipient's address

- Place the recipient's entire address after skipping a line.
- Firm name, the recipient's name and title, and the postal address must all be included.

To

The Registrar

Babasaheb Bhimrao Ambedkar University

Vidya Vihar, Raibareli Rd, Lucknow, Uttar Pradesh 226025

4. Greeting/Salutation

- Depends on the relationship between the sender and the receiver
- To members of your family and friends - *Dear Father, My Dearest Friend, Dear Uncle, Dear Diana, etc.*
- To business people or any officer of higher rank - *Dear Sir, Dear Sirs, Sir/Ma'am, etc.*

Letter Writing Format

5. Body of letter

- Message is stated in the body of the letter.
- The style, however, depends on the type of letter written – formal or informal
- 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 points in a logical order.
- Mind grammar, and punctuation; incorrect punctuation will alter the meaning of the sentence completely.

6. Subscription

- Subscription helps end the letter in a polite and courteous manner.
- Subscriptions change according to the type of letter.
- Can be written as *Yours faithfully*, *Yours lovingly*, *Yours sincerely*, *With love*, etc.

7. Signature text

- Signature or the name of the writer (add job title – if required)

16/65, Martins Castle
DB Road
Lucknow - 226025
16/01/2023

Informal Letter - Example

Letter to a friend in reply to her about planning a trip together

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

From
Ravi Dutt
Sector-2, IT Road
Kapoorthala
Lucknow- 226001
Date- 27/08/2022

Formal Letter – Example

Letter to the Editor about a road that needs repair

To
The Editor
The Hindu
Lucknow - 226025

Subject: Repair of the road in Sector-2 IT Road

Sir,

I would like to bring to your notice that the people in and around Sector-2, IT Road, Kapoorthala have been facing difficulties in traveling back and forth because of the bad condition of the roads there. We have appealed to the Municipality, but there has not been any development on the issue so far. As private appeals to their office have had no effect, perhaps a little publicity will do no harm. For the last month, the roads in Kapoorthala have been almost impassable.

The surface is badly broken up by the heavy rains, and on a dark night, it is positively dangerous for motors or carriages to pass that way. Moreover, there are heaps of road metal on both sides of the road, which leaves very little room in the middle. The residents of the area have been inconvenienced in this way for weeks. The situation is becoming worse. There have been multiple accidents happening due to this condition. I request you to highlight the seriousness of the matter in your newspaper so that the road may be put in thorough repair without further delay.

Thanking You

Yours sincerely,
Ganesh

Tips for Letter Writing

- Good Letter writing must pass the right information.
- For every letter, the method changes.
- Things ONE must remember while letter writing-
 1. Identify the type of letter – formal or informal.
 2. Introduction and conclusion should be properly written.
 3. Establish the intention of the letter.
 4. Be very conscious of language use. The language can change as per the letter.
 5. Length of the letter should be optimal (not too long or too short).