
WRITTEN COMMUNICATION – OFFICIAL LETTERS

Introduction to Official Letter Writing

- Official letters are formal documents used for communication between organizations, businesses, or individuals for professional purposes.
- Commonly used for requests, applications, complaints, approvals, and information sharing.
- Clarity, formality, and professionalism are key.



Pic Source: Vecteezy

WRITTEN COMMUNICATION – OFFICIAL LETTERS

Structure of an Official Letter

- **Sender's Address:** Top right corner.
- **Date:** Below sender's address.
- **Receiver's Address:** Left side, below the date.
- **Subject Line:** Briefly states the purpose.
- **Salutation:** Formal greeting (e.g., Dear Sir/Madam).
- **Body:** Clear, concise paragraphs with relevant details.
- **Closing:** Formal sign-off (e.g., Yours faithfully/sincerely).
- **Signature and Name:** Sender's signature and printed name.



Pic Source: Vecteezy

WRITTEN COMMUNICATION – OFFICIAL LETTERS

Writing Tips for Official Letters

- Use formal language and polite tone.
- Be concise and to the point; avoid unnecessary details.
- Use correct grammar and punctuation.
- Clearly state the purpose early in the letter.
- Proofread before sending to avoid errors.



Pic Source: Vecteezy

WRITTEN COMMUNICATION – OFFICIAL LETTERS

Examples:

Official Letters.docx



Pic Source: Vecteezy