



CHAPTER 6
LETTER WRITING

SOLUTIONS

OFFICIAL LETTER (FORMAL LETTER)

Example 1 - Official letter (formal letter)

- Q.1. You are Reema of Thoubal. You are interested in doing a short term course in Manipuri Traditional Dance. Write a letter to the Principal, Dance College, Imphal asking about the duration and terms and conditions for admission.**

Ans:

Thoubal, Manipur
2nd May, 2020

To
The Principal
Dance College, Imphal

Subject: Information about a short term course.

Sir

I have come to know that your College provides class for different dance courses. I have recently appeared in the BSc. Final exam and I am very interested in doing a short term course in Manipuri Traditional Dance.

Please inform me about the duration, fees as well as terms and conditions for getting admission to the said course.

Thanking you

Yours faithfully
Reema





মণিপুর সরকারের শিক্ষা বিভাগ (সংসদ)

DEPARTMENT OF EDUCATION (S)
Government of Manipur

Example 2: Business letter

Q.2. Write a letter to the manager of John Bros & Co (Publisher) Ltd, Delhi, ordering some books. Sign yourself as Tomba Singh of Wangkhei Tokpam Leikai.

Ans:

Tokpam Leikai, Wangkhei

1st June, 2020

To

The Manager

John Bros & Co Ltd.

Delhi

Subject : Order for Books

Dear Sir

I shall be grateful if you will send me a copy each of the following books by V.P.P at your earliest convenience.

i) Higher English Grammar and Composition

ii) Let's learn English: Literature Reader for class X

Please send them to the above address and your bill will be paid on receipt.

Yours faithfully

Tomba Singh



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মণিপুরৰ শাসনৰত্ন (অংক)

DEPARTMENT OF EDUCATION (S)

Government of Manipur

Example 3: Letter to the Editor

- Q.3.** You want to write a letter to the editor of the newspaper ‘Manipur Mail’ asking the people of Manipur not to throw waste materials in the public places. Sign yourself as Daniel of Kakching Mamang Leikai.

Ans:

Mamang Leikai, Kakching

10 July, 2020

To
The Editor
Manipur Mail
Imphal

Subject: Waste materials in public places.

Dear Sir

Through your esteemed column, I would like to draw the attention of the people of Manipur who throw waste materials in the public places. It is a bad habit. We should take care of our surroundings and keep it clean.

Let us not spoil the beauty of our surrounding with our carelessness. We must preserve it by being conscious of our responsibility.

Yours faithfully

Daniel



মণিপুরৰ শাসনৰত্ন (অংক)
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Example 4: Job application

- Q.4.** You are H. Manoj of Keishampat. Write an application to the Principal, Public School, Imphal in response to an advertisement for the post of Primary Teacher in that school.

Ans:

Keishampat,
1st June, 2020

To,
The Principal
Public School
Imphal

Subject : Application for the post of Primary Teacher

Dear Sir,

I wish to apply for the post of Primary Teacher in your school which was advertised in Manipur Mail. I have the desired qualification and experience for the said post. I hereby attached copies of my certificates and my bio-data. If selected, I shall try my best to discharge my duties honestly and devotedly.

Thanking you.

Yours faithfully,
Manoj

BIO-DATA

Name:	Hijam Manoj
Father's Name:	Hijam Tomba
Address:	Keishampat
D.O.B (date of birth):	3/3/1985
Educational Qualification:	B.A,B.Ed.
Marital status:	Married
Language known:	Manipuri, Hindi, English
Experience:	Taught for 2 years in Mary Primary School.



Example5: Letter of Complaint

- Q.5.** You are I. Tomchou Singh of Singjamei Chingamakha. Write a letter to The Electricity Department, Manipur complaining about irregular supply of electricity in your area since few days.

Ans:

Chingamakha, Singjamei

1st April, 2020

To
The Chief Engineer
Electricity Department
Manipur

Subject: Complain for irregular electricity supply.

Sir,

I am writing a complaint about the irregular supply of electricity in our area since few days. We are facing a lot of problems. I lodged a complaint in the office. But so far nothing has been done. Kindly look into the matter and please try to supply regular electricity to the customers as soon as possible.

Thank you.

Yours faithfully

I. Tomchou Singh





মণিপুরৰ সৰ্বশিক্ষণ বিভাগ (সংসদ)

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I. Informal Letter:

Informal letter are the type of letter that we write to our friends, relatives or family. In informal letter, the language is casual.

Format of Informal Letter

Sender's Address	
Date	
Salutation/Greeting	Body of the letter
Receiver's Address.	Sender's signature

Example1:

Q.1. R.K Shantilata of Uripok writes a letter her daughter Shanta in Jiribam to work hard for the coming H.S.L.C Exam. Reproduce the probable form of letter.

Ans:

Uripok
1st February, 2020

My dear daughter,

How are you, dear? It has been some weeks since I have not written to you. Today, I am going to tell you some important things about your coming HSLC Exam.

It is one of the most important exams you are going to face. So, I want you to work hard and achieve the best. I hope you must be preparing really well for the exam. Study regularly and do not waste your time. My good wishes and blessings are always with you.

Take care and do write me back.

Yours lovingly
R.K. Shantilata

To R.K. Shanta Jiribam Manipur	STAMP
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Example2:

Q.2. Let Jonathan of Saparmeina write a letter to his friend Rocky in Shillong describing the condition of his village. Reproduce the probable form of letter.

Ans:

Saparmeina,
2nd May, 2020

Dear Rocky,

How are you, my dear friend? I hope you are doing well. Today, through this letter, I am telling you the condition of our village, which has changed a lot.

If you happen to visit our village you would not be able to believe that it was once a very under-developed village. The condition of the road is very good and the maintenance of electricity and water supply is up to the mark. The village looks more beautiful and clean.

So if you get time, please visit our village soon.

Your friend,

Jonathan

To,
Rocky
Shillong

POSTAGE

STAMP



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