

11A-1 FBA-2<sup>nd</sup> ST-20 Liya TK: 6 Chulloraj 2<sup>nd</sup> 11/22

### What is a Formal Letter?

A formal letter is one written in a formal and uses formal language. Such letters are written for official purposes to authorities, dignitaries, colleagues, seniors, etc, and not to personal contacts, friends, or family. A number of conventions must be adhered to while drafting formal letters.

### How to Write a Formal Letter?

Here are the key elements of the formal letter and what to include in each section:

- **Sender's Address**  
In Formal Letter Format, it is important that you mention the sender's address in order to avoid any confusion and dispute.
- **Date**  
Mention the accurate date for better understanding of the actual time and date.
- **Name / Designation of Addressee**  
Skipping this part can lead to potential confusion thus it is necessary to include the proper name as well as the designation of the receiver.
- **Address of the Addressee**  
Mentioning the accurate address of the letter will ensure that it reaches the proper destination.
- **Salutation**  
This part is of utmost importance as you need to address the receiver with proper respect.
- **Subject**  
Write a strong subject line which can convey the meaning of the entire formal letter.
- **Body [Introduction, Content, Conclusion]**  
It is important that you write your message in the body with precision and in a concise manner.
- **Complimentary Closing Line**  
Write some complimentary closing line at the end of the body. It will include words like With Regards, Best Wishes, Yours truly etc.
- **Signature / Name of the Sender**  
Don't forget to include the name of the person who is sending the letter. It will clear ambiguity in the message.
- **Designation of the Sender**  
For the final element of the letter, you must include a proper designation of the sender. It is part and parcel of the formal letter format.

### Formal Letter Format

The main structure of a formal letter includes:

1. **Sender's Address**
2. **Date**



3. Date
4. Name / Designation of Addressee
5. Address of the Addressee
6. Salutation
7. Subject
8. Body [Introduction, Content, Conclusion]
9. Complimentary Closing Line
10. Signature / Name of the Sender
11. Designation of the Sender

These elements of a formal letter are structured as:

Sender's Address  
Date: XX/XX/XXXX  
Name / Designation of Receiver  
Address of the Receiver,  
Subject:  
Salutation (Mr/Mrs/ MS)  
Body of the Letter .

Signature / Name of the Sender  
Designation of the Sender



## Joining Letter Sample

To

The manager,  
Company name,  
City name.

Date:

Sub: Joining letter for the position of [job title].

Dear Sir/Madam,

With reference to your appointment letter no. \_\_\_\_\_, dated [date], I would like to inform you that I am joining the job from today onwards i.e. on [date of joining] as a [job title] at [company name].

Kindly consider this as my formal joining letter.

Thanking you.

Sincerely,  
Your name.

\* This leave of absence example template is for a formal request for a leave of absence from work, following a discussion with the employee's supervisor.

Your Name

Your Address

Your City, State Zip Code

Your Phone Number

Date

Supervisor's Name

Title

Organization

Address

City, State Zip Code

Dear Mr./Ms. [Last Name],



This letter is a formal request for a leave of absence, to follow up on our meeting yesterday. As we discussed, I would like to request a leave of absence from [Date] through [Date].

I will return to work on [Date].

Please let me know whether you require any further information or have any questions.

Thank you very much for your consideration in affording me this opportunity for personal leave.

Sincerely,

Your Signature (*hard copy letter*)

Your Typed Name

#### \* Leave of Absence Request Email Example

Here's an example of an email message requesting a leave of absence.

**Subject:** Leave of Absence - John Dooley

Dear Jennifer,

As we discussed yesterday, I would like to request a formal leave of absence from my job for family reasons. I plan to be away from November 2, 2022 to December 30, 2022, returning to work on January 3, 2023.

If approved, I would be glad to help with a plan to cover my workload in my absence. I would also be available to answer questions and provide assistance while I am on leave.

Please let me know whether you require any additional information. Thank you very much for your consideration of my request.

Best,

John



\*Application for improving bus service

786, R.K. Puram, Secunderabad,

14th May, 20..,

The editor, Deccan Chronicle,  
Hyderabad(A.P)

Subject: Request to improve poor bus services.  
Sir,

Our colony is located far from the main city. Hence is given stepmotherly treatment by the bus authorities. The residents of the colony face heavy problems in communication. The students and office go reach their destinations late due to the non-availability of regular and timely buses.

The local bus service provided to our colony is both acute and unsatisfactory. It causes harassment to the daily commuters. Very few buses frequent our area and these buses are always overcrowded. Boarding a bus safely has become quite impossible. Despite repeated please and requisitions to the transport authorities, no concrete steps have been initiated to provide us any respite.

Kindly sound the transport authorities to provide more frequency of the busses in our colony at regular intervals during the morning, afternoon and evening hours. Special buses should be run between our colony and the main city.

Thanking You,  
Yours Faithfully,  
Shruti/shiraz