



FORMAL LETTER

Distribution of Marks (5-6 Marks)

Format (1. Sender's address, 2. date, 3. receiver's address, 4. Subject, 5. salutation, 6. Closing.) - **1 Mark**

Content - **2-3 Marks**

Expression :- 2 Marks

{Grammatical accuracy, appropriate words and spellings -1}

{Coherence and relevance of ideas and style- 1}

Special points to keep in mind while drafting the formal letter

€ Use a proper layout/format for these formal letters. The block format (i.e., to the left) is more in vogue in formal letters whereas the indented format may be used in informal letters.

€ Be brief, clear and to the point.

€ Use separate paragraphs for separate topics & leave a line/additional space between paragraphs.

€ Make a factual statement of facts.

€ Use simple and direct language. Avoid the use of long and high sounding words and ambiguous construction.

€ It may be strongly worded, but always be courteous and use simple straight forward & polite language and pleasant tone.

- € Even while lodging a complaint or making criticism, you should be polite and charming.
- € Avoid common-place and clumsy expressions.
- € Omit punctuation marks in address and date. A comma (,) may be put after the salutation.
- € Self-introduction should be avoided.
- € Don't use informal expressions, greetings or contracted forms of words.
- € Re-read your letter and ensure there is no spelling & grammar error.

Method/Manner of Writing Formal Letters -

First of all use the heading Letter in block letters at top

ex-

LETTER WRITING

Sender's address: Then you need to write the address and contact details of the sender in 2-3 lines at LHS.

ex-

789/TRX

Pratap Nagar, Jaipur

302001

Examination Hall

Delhi

Date: Now, below the sender's address, leave a space or line and then write the date in an appropriate manner.

ex-

22th August 2020

September 25, 2020

October 14, 20XX

2 April 20XX

Receiver's address: Here you need to write the recipient of the letter with designation, institute name & working place.

Subject of the letter: Write the main purpose of the letter in one line. It must convey the matter for which you are writing the letter for. You can write it after giving some space or in capital letter without the head 'Subject'.

eg. -

Subject- Child Labour
CHILD LABOUR

Salutation: For formal letter, the salutation to be used are Sir / Respected sir / Madam/ Dear Sir/Rev. Sir etc.

eg. -

Repsected Sir

Main Body: Write the matter of the letter here. You can divide it into 3 paragraphs.

First para of the body: Introduce yourself and explain the purpose of writing or the introduction of problem/ subject of the letter in brief.

Expressions to be used at the beginning of main body-

- @ Through the columns of your newspaper,
- @ I wish to highlight/bring to your notice/express my concern...
- @ This is with reference to...
- @ This is to bring to your notice that...
- @ I am writing to inform you that....
- @ I am writing to express my concern / disappointment / dissatisfaction
- @ I am writing to request...
- @ I am writing with regard to...
- @ Kindly grant my humble writings a little space in your esteemed columns"
- @ It pains me to bring to your kind attention the growing issue of....."
- @ I would like to draw the attention of the authorities through the column of your daily newspaper, to the pitiable conditions/.....
- @ Through the columns of your prestigious and widely read newspaper , I would like to draw attention of concerned authorities and general public to the problem / situation of

@Through the column of your esteemed newspaper I would like to draw attention

@ Through the esteemed columns of your highly reputed newspaper I want to express my great concern and anxiety over the burning issue of...

@ I hope this letter will rise up to the occasion and give a new definition and direction to the ways and means of the concerned authorities.

@ I hope my letter will find a suitable place in your esteemed columns.

Second para of the body: Give a complete detail of the matter. Describe the nature of the complaint/problem [cause and effect of the problem]

Phrases for second para -

\$ As mentioned above the condition of the roads is worsening day by day

\$ mention since when

\$ how did you get to know

\$ what is the present situation

\$ what has happened because of it

\$ who all are affected because of it and how

\$ what is the reason behind it

Answer to the above questions will become the content of 2nd paragraph.

Third para of the body: narrate some solutions and give your suggestions to solve the problem at an individual level and as a group.

Phrases to be used in the third section-

\$ I feel that

\$ In my opinion

\$ I suggest that can be

\$ The government must/can

\$ The need of the hour is to.....

\$ An enlightened approach is needed to deal with this matter

\$ A sincere endeavour ought to be made to...

\$ immediate requirements demand restrictions on..

\$ I hope my points will be taken into consideration.

At the end of this para you can use one of these sentences-

€ I request you to kindly publish this letter to spread awareness among readers / generate sympathy towards this cause / activate concerned authorities

€ I hope this article would be published in your newspaper to propel concerned authorities to take immediate measures to resolve the problem / situation

€ I am hopeful that this letter of mine will be published in your newspaper to generate a wider debate on this issue.

Complimentary Closing: You can conclude the letter using-
Thanks / Thank You / Best Regards.

After leaving some space end your letter by writing-

Yours faithfully/Yours sincerely

Signature

Sender's name(in capital letters)

Designation (if any provided in the question)

For Ex-
Thanks

Yours faithfully

Himanshu
HIMANSHU

(President of Green Club)

Format of formal letter

Sender's address

Date

Receiver's Name, Designation & Address

Subject: [Underline the subject]

Salutation(Dear Sir / Madam)

Main body-

Yours faithfully/ truly or Yours sincerely

Signature

Sender's Name

Designation(optional)

Format

Sender's Address	50-C Pushp Vihar New Delhi	Leave one line (Spacing)
Date	26 th August, 2014	Leave one line (Spacing)
Receiver's Designation and Address	The Editor India Today New Delhi	(Spacing)
Subject	Subject : Ban Poly Bags	(Spacing)
Statement should not be very long	Sir	Salutation
Salutation	I totally agree with the views published in the article 'Ban Poly Bags'. It is a fact that poly bags are harmful due to their non-biodegradable nature. They don't decompose, instead they choke the drainage system. Most animals eat them and die in the long run. If they are burnt, their obnoxious smell pollutes the atmosphere.	Details
Change in paragraph with the change in point	I request the people at large, in their interest and in the interest of mother earth, to wake up to this problem. Everyone should stop using poly bags. Jute bags, paper bags, etc., should take their place.	Why ban polybags ? Measures that should be taken
Never use apostrophe in Yours	Thank you Yours truly Kavita Khanna	
Write full name if it is given		

Sender's address	4, Punjabi Bagh Allahabad
Date	20 February 20XX
Designation and address of addressee	The Editor The Indian Times Allahabad
Subject statement	Subject: <u>Undue burden on schoolchildren.</u>
Salutation	Sir,
Statement of problem	Through the columns of your widely circulated daily I would like to draw the attention of the authorities to the burden of the heavy bags that young children carry to school.
Results of problem	It is a pity that tiny kids carry a heavy load on their shoulders. The load is uncalled for on their little shoulders. Infact, the load is more than their physical strength. It is even difficult at times to mount the bus. In this day, when imparting education is not solely dependent on books and notebooks, it makes it all the more redundant for children to carry heavy bags.
Solutions	Modern psychologists have evolved games and methods of stress-free learning without books. This ought to be coupled with the optimum use of computers. All this needs to be incorporated to lessen their burden. Tangible changes in the techniques of imparting education will go a long way in helping these little children.
Subscription and name	Yours truly Kanchan Wahi

Sample Questions

Q 1. Social networking sites have become the latest fad for school going children. The craze has a very bad impact on the youngsters. Considering its gravity you want to express your concern. Write a letter to the Editor of Hindustan Times. You are Nitin / Nutan of residing at 123/8, Sant Nagar Delhi

Answer-

123/8, Sant Nagar
Delhi

9th March 20XX

The Editor
The Hindustan Times
Delhi

Subject: Menace of social media.

Dear Sir / Madam,

Through the column of your esteemed newspaper I would like to draw attention of general public about the menace of social media.

Social media has taken advantage of popularity of internet and smartphones to spread its evil wings to almost every individual. Nowadays people of every age are glued to their phones to browse through social

media like facebook, instagram, whatsapp , twitter and many more. Everybody has become addicted to social media. Half cooked stories and false news being spread is adversely affecting the very roots of society. Everybody feels lonely in spite of being member of several groups on these media.

Elders need to first disassociate themselves from social media to set an example to younger ones. We all should engage more in reading, playing and family gatherings. These activities would surly control the menace to a great extent.

I hope you would publish this letter in your newspaper to generate a wider debate on this evil.

Thank you

Yours Sincerely

Nitin

NITIN

(An enlightened citizen)

Q 2. Some senior citizens in your neighbourhood are very badly neglected and humiliated by their own sons and daughters-in-law. Such incidents have touched your heart. You want to show your concern through a letter to the editor of any national daily of Delhi. You are Harsha / Harshita of 179, B Block, PitamPura, Delhi.

Solution-

179, B Block

PitamPura, Delhi

March 09, 20XX

The Editor

The Times of India

Delhi

Subject: Neglect of senior citizens

Dear Sir / Madam,

Through the column of your esteemed newspaper I want to talk about neglect of some of senior citizens living in our locality.

These are the people who had taken good care of their kids. They made sure that their kids receive best of this

world. After acquiring academic qualifications they are well settled and have huge income.

It is a matter of shock that these very kids are now neglecting their parents. They do not take them to doctors when they are sick. Sometimes elders have to remain without food. Their son and daughters-in-law shout at them. These senior citizens do not get respect they fully deserve.

Every locality should form a senior citizen club so that elderly people can spend some quality time together. As a CSR activity hospitals should hold camps for senior citizens. In schools, more emphasis needs to be given on moral education.

I hope a little but vital space in your highly reputed newspaper. It will probably move hearts of some young ones to take better care of their parents and grandparents.

Kind regards

Yours Sincerely

Harshita

HARSHITA

(A Young Turk)

Q. 3 Write a letter to the Editor of The Times of India, highlighting the problems of the Housing Cooperative Society to which you have recently shifted.

Answer:

**B-6, Saraswati Vihar
New Delhi-110078**

19 September, 20XX

**The Editor
The Times of India
New Delhi**

Problems of Saraswati Vihar

Dear Sir

I want to highlight the problems of Saraswati Vihar—a Housing Cooperative Society to which I have shifted recently. I request you to give them wide publicity to attract the attention of the officers concerned.

The colony has electric poles but there is no provision for street light. There is complete darkness when there is a breakdown in domestic power supply.

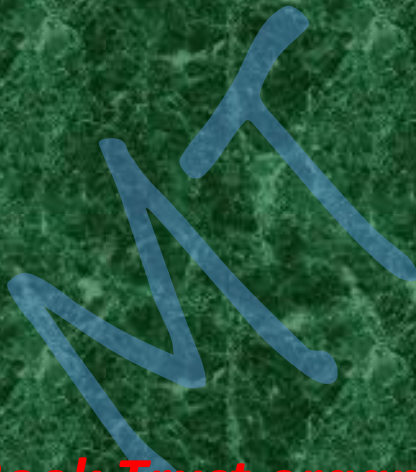
The roads have uncovered manholes over the sewerage lines. These have caused a couple of accidents. An eight year child was saved from death only yesterday.

The garbage disposal system is very poor. Perhaps the municipal authorities do not take cognizance of the existence of this Housing Society at all. It is only once in a blue moon that a truck visits the area to collect household refuse.

May I hope that the authorities will pay attention to the genuine difficulties of the residents and take effective remedial action? I do hope you will champion our cause.

Thanks

Yours truly
Avinash
AVINASH



Q. 4. National Book Trust organised a week-long book fair at Anna Grounds, Chennai. You visited the fair and bought a few books. You were pleased with the arrangements, enthusiasm of the visitors and the fact that books have not yet lost their relevance in the world of the Internet. Write a letter in 120 – 150 words to the editor of a local newspaper to express your feelings. You are Lalit/Latha, 112, Mount Road, Chennai.

Answer:

112, Mount road
Chennai

23 March 20XX

The Editor
City Newspaper
New Delhi 1100XX

Subject: Relevance of books

Dear Sir,

I am writing this letter to share with your readers, my delightful experience of having visited a week long book fair recently, organized by National Book Trust at Anna Grounds. People thronged the place belying even the expectations of the organizers. The arrangement was something seen to be believed.

The parking lot had volunteers to guide, there were clear sign – boards indicating the directions to various halls and gate numbers. Each hall had different sections, well – demarcated, and the reception desks for queries.

One could see how enthusiastically, book lovers were making purchases. What impressed me the most and made me realize was that books still hold a special place in people's hearts and have not lost their relevance in the tech – savvy world of the internet.

With best regards

Yours faithfully

Latha
LATHA

Q. 5 You are a social worker. You feel upset as some of the good schools are admitting as many as 60-70 students in a class just to mint money. This is adversely affecting academic standards. Write a letter to the Editor of a national daily highlighting this corrupt practice. Sign the letter as Jaishri/Ranjan.

Answer:

**7, Reiki Street
Mumbai**

16 March, 20XX

**The Editor
The Times of India
Veer Savarkar Marg
Mumbai**

Commercialisation of education

Sir

I wish to draw the attention of the public in general and authorities in particular to the crass commercialisation prevalent in the good schools renowned for providing quality education.

My son goes to a prestigious public school which admits students after conducting so many tests and charging a hefty amount as various funds. To a casual onlooker the system appears restrictive and selective, but the overcrowded classrooms with 60 to 70 students in the primary section tell a different story. Almost every section of every class is in a similar situation. Even though the school works in two shifts there doesn't seem to be any respite from the ever increasing size of the class.

The overcrowding of classrooms adversely affects the academic standards. It is very difficult for any teacher, howsoever, resourceful to build any rapport or conduct interactive sessions in such large classes. The curriculum is 'covered' in a poor manner. The academic values are brushed aside with nonchalance and the sole factor that governs the school authorities is the money that these large numbers rake in.

Will the authorities look into this sad state of affairs and bring an end to this commercialisation of education resulting in falling academic standards?

Yours truly
Ranjan
RANJAN