

## Letter Writing

### Formal Letters

Let us now examine some of the steps in writing formal letters.

- 1) (i) Introducing oneself if it is the first time you are writing  
(ii) Referring to an earlier letter if you are responding to it.
- 2) Stating the purpose of the letter
- 3) (i) Stating action/information required from the addressee  
(ii) Explaining action taken/supplying information
- 4) (i) Urging action to be taken
- 5) (ii) Offering assistance in future

This is the basic structure of a letter. It will have to be modified according to the purpose for which it is written and the person to whom it is addressed.

**When you write a letter you should keep in mind the following points.**

- 1) Purpose
- 2) Person to whom it is addressed
- 3) Tone you should adopt
- 4) Completeness of the message
- 5) Action required
- 6) Conciseness of expression

**We have so far considered the content of letters. A letter also has a typical format.**

1) Name and address of sender

Companies have printed letterheads with the name of the company printed on them. A letterhead may also carry the name and designation of persons in responsible positions.

- 2) Name and address of addressee
- 3) Date
- 4) Mode of address or salutation

Salutation is the mode of addressing a person. We may have the following forms.

- a. Dear Sir/Madam (when we are writing to a total stranger whom we do not know at all).
- b. Dear Mr/Ms/Dr/Professor + Surname as in: Dear Dr Sinha, (when it is a formal relationship with the addressee and the writer does not know him or her personally).

c. Dear Sujata (when the writer knows the addressee personally and the two share a semi-formal relationship).

5) Reference to previous correspondence, if any. Most official letters carry a subject line just above the salutation. This is for quick reference to the subject.

6) Content of letter

The content of the letter begins on the next line and is arranged in two or three paragraphs.

7) Complimentary close and signature

Letters usually end politely with the following phrases:

Thank you, With regards, With best wishes, Hope to see you soon, Hope to receive an early reply etc. The complimentary close is followed by 'Yours sincerely/ Yours truly', and the writer's signature in the next line.

**Given below is an example of the format of a formal letter.**

Ritu Patel  
Manager, Customer Services  
Vijayanagar Gas Company  
121, Ameerpet  
Hyderabad 500 016

16 May 2021

Mr Shagun Thomas  
801, Vijay Apartments  
Begumpet  
Hyderabad 500 016

Sub: Your application No. F323 for a new gas connection

Dear Mr Thomas,

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With regards,  
Yours sincerely,  
Ritu Patel

**NOTE:** Nowadays all the parts of a letter are aligned on the left. This style is called the Full-Block style.

- ✚ The date and signature are very important in letters.
- ✚ We do not use commas after every line in the address.
- ✚ Do not begin your letters with hackneyed expressions like, 'With reference to your letter dated 10 January'.
- ✚ Instead, use personalized variations like, 'I was glad to receive your letter of 10 January...' or 'We were happy to note from your letter that the goods have reached you safely...'
- ✚ Never end your letters with hanging participles like 'Thanking you' or 'Awaiting your reply'. Instead write, 'Thank you' or 'We/I await/look forward to your reply'.

## Informal Letters

Informal letters include personal letters. If it is a personal letter the format is flexible. We might just write the name of our city on top, followed by the date.

Hyderabad  
16 May 2021

Dear Sujata,

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Bye,  
Yours affectionately/With love/  
All the best/Take care etc.

(Signature)

**Given below is the format of the informal letter.**

- ✚ Your address (but not your name) usually goes in the top right hand corner, but may go on the left too.
- ✚ The name and/or job title (if you know them) and the address of the person you are writing to goes on the left.
- ✚ To address someone whose name you do not know you can write: Dear Sir, Dear Madam, Dear Sirs, Dear Sir/Madam.
- ✚ To address someone by name, use their title and surname e.g. Dear Dr Balakrishnan.
- ✚ To end a letter, use 'Yours sincerely', if you have addressed the person by name; 'Yours faithfully', if you have begun the letter with 'Dear Sir' or 'Madam', etc.

The flexible format of the informal letter may also be used to seek information from concerned authorities. Given below is an example.

179 NCERT Campus  
Sri Aurobindo Marg  
New Delhi 110 016

16 May 2021

The Manager  
Himachal Tourism  
Mall Road  
Shimla

Dear Sir,

We are planning to spend our vacation in Dharamsala, Himachal Pradesh during Dussehra and would like some information regarding availability of lodging in the area.

We would like to have information about inexpensive hotels in and around Dharamsala. Could you please send me a city map and brochures about the activities and sights in the city?  
Thank you.

Yours faithfully,

(Suryadhan Kumar)

You are Ashish/Astha, a resident of #254, Vigyan Vihar, Amla, Madhya Pradesh. You are worried to see your younger brother's frequent habit of using Internet as a homework tool. Taking ideas from the input given below and your own, write a letter to the Editor of a popular newspaper, expressing your opinion on the advantages, disadvantages of the dependence of youth and the computers in the present times.

#254, Vigyan Vihar  
Amla, Madhya Pradesh. → Sender's address

7 April 20XX → Date

The Editor  
The Times of India → Receiver's address  
New Delhi

**Sub:** Expressing concern over students' craze for using Internet as homework tool

Sir → Salutation

Through the columns of your esteemed newspaper I wish to highlight the problem of growing dependence of the present generation on Internet as a homework tool.

In many ways, Internet is a boon for the students. It is one of the quickest ways to find information on any topic. Students have access to a variety of sources to gather information on any topic. This enriches their knowledge and may expose them to additional valid info. Time required to get answers to queries is very less. Therefore, children have more time on hand to indulge in recreational activities.

However, it seems that internet has more disadvantage than advantage. There are chances that some websites may contain inaccurate and inappropriate information too. Besides reading habits of students and thinking skills are deteriorating as they just copy information. They display a lack of interest in listening to the teacher in school. The concept of hard work seems to be disappearing amongst the youth of the present generation, which is a dangerous sign.

An excess of anything is bad. A balanced, sensible and guided use of Internet is required so that our present generation enjoys the fruit of technology. I hope you will publish my views in public interest.

Yours truly

Ashish/Astha → signature/name of the person who has written the letter

A concerned citizen

Body/  
Content

You are Rachna/Raghu, 15 Mall Road, Agra. You happen to see the following news item in a newspaper. Write a letter in about 100–120 words to the editor of the newspaper about your views on the matter.

#15, Mall Road Agra	←	Sender's address	
21 Oct. 20XX	←	Date	
The Editor The Times of India New Delhi	←	Receiver's address	
<b>Sub:</b> Care for the elderly	←	Salutation	
Dear Sir			
<p>This is with reference to the honourable Supreme Court's ruling that it is the responsibility of every citizen to look after his/her aged parents.</p> <p>Congratulations! The ruling, that the defaulters will have no right to inheritance is a verdict that will help the aged parents in the last phase of their lives.</p> <p>The aged parents don't have any attraction for material comforts from their offsprings. They only want love and kindness. They have cared for them by sacrificing their comforts and have catered to all their demands. Their own needs were never even considered.</p> <p>Now, it becomes the duty of children to look after their parents, when they are at a vulnerable phase in their life.</p> <p>The verdict may be an incentive for ensuring love and care as it empowers the aged parents to exclude their offsprings from their right of inheritance. This may not enable the parents to win the love of their children but the honourable Supreme Court deserves to be commended for this gesture towards the elderly.</p>			Body/ Content
Yours truly (Raghu)	←	Signature/Name of the person who has written the letter	
A concerned citizen			

**Write a letter of request to your headmaster to grant some money from 'Poor Boys' Fund' giving reasons.**

Akash  
X A Section  
Govt. High School  
Shambhavi Nagar  
Gonikoppa

6 April 2021

The Headmaster  
Govt. High School  
Shambhavi Nagar  
Gonikoppa

Dear Sir,

I'm a student of X A Section and I seek your permission to discuss the allocation of money from the 'Poor Boys' Fund.'

I earnestly request you to consider me for the scholarship. I hail from a poor family and I have two younger siblings studying in the same school. My father finds it very difficult to pay the fees of the three of us. I've always been a meritorious student and have never given up the number one position in my class. I'm good at many extra-curricular activities too. My attendance has always been above 90%.

Please encourage me by helping me out financially. I promise to bring greater laurels to the school.

Thank you.

Yours faithfully,

Akash.



**Write a letter to the General Manager of KMF Dairy, Shivamogga, requesting permission to visit the Dairy.**

Student Council Member

Govt. High School

Vijayapura

16 February 2021

General Manager

KMF Dairy

Shivamogga

Dear Sir,

Experiential education is the best form of learning. That is why we, the students of X Standard of Government High School, Vijayapura would like to visit your dairy to get a first hand knowledge of the work getting done at the dairy.

Our batch has a strength of 52 and all of us would like to visit the dairy on Monday, 1st of March, 2019 at 9:00 a.m. We will remain grateful to you if you could grant us permission. We will be accompanied by our class teacher. All of us will be in our school uniform and we will carry our School Identity Card.

We are told that a tour around the dairy and an explanation of the work done would take a minimum of three hours. So we have planned to be at the dairy till 12:30 p.m. Hope this will not inconvenience the work at the dairy.

I once again request you to grant us permission to visit the dairy. Please let us know if there is any formality to be fulfilled before the visit.

Yours faithfully,

Radha



**Imagine you are Sandeep, studying in Xth Standard, Govt. High School, Kolar.**

**Write a letter to your friend inviting him to attend your sister's marriage.**

Govt. High School

Kolar

1 July 2020

Dear Shankar,

Are you surprised to receive this letter? If you are, I won't be surprised. It is indeed a long time since I have written to you. Life has become so hectic that I don't seem to be finding time for anything.

But, this time, I have made time, to persuade you to attend my sister's marriage. I've enclosed the invitation. You would have noticed that it's on an important day – teacher's day – and hence you cannot give me the excuse that you forgot the date. Mark the 5th of August on your calendar immediately.

Geetha too joins me in inviting you to her marriage. You would remember the good times we spent together and the fun on the Raksha Bandhan day. She always complains that you used to be generous with your gifts and that I am miserly.

Hope you won't disappoint Geetha and me. Also make sure that you take at least three days leave. We have Mehendi function on the previous day and reception the next day. Nothing else to write.

With love,

Sandeep

**Imagine that you are Manu, Govt. High School, Channigepura. Write a letter to your father requesting him to send you Rs. 5,000 to provide food for 100 orphans on your birthday.**

Class X Section B  
Govt. High School  
Channigepura

16 May 2021

Dear Dad,

How are you? I'm really sorry for not writing to you for nearly three weeks as I was very busy completing the assignments which are a part of CCE.

As you know, my birthday is on the 29th of this month. This is the first time I will not be celebrating my birthday at home. Hence I want to make this birthday special by feeding about 100 orphans at the Angels Orphanage which is just a short distance from our school. I would like to spend a day with them, helping them in their activities as well as having lunch with them. Could you please send Rs. 5000 as my birthday gift which I can utilise to feed these poor children? I am sure you will not refuse.

Love to mom and little sis Pooja.

Yours  
Manu

**Imagine that you are Manasa, Govt. High School, Channigepura. Write a letter to your headmaster/ headmistress, requesting him / her to help your friend to pay the school fees as he /she is poor.**

Manasa  
Class X Section C  
Govt. High School  
Channigepura

15 May 2021

The Headmaster  
Govt. High School  
Channigepura

Sub.: Request for help to pay school fees

Sir,

I am writing this letter hoping that you will consider my request to help a needy girl in my class. Her name is Sukanya. She is a very bright student and my friend too. She comes from a very poor family. Unfortunately, because of the sudden demise of her father, she is in great trouble. Her mother earns some money doing odd jobs which is just sufficient to run the family. As such she is not in a position to pay the school fees and is thinking of withdrawing Sukanya from the school.

I request you to save the career of this brilliant student, t will be happy if you could grant her fee concession or Rs. 5000 from the Poor Students' Fund to help her pay the fees.

Thanking you,

Faithfully yours

Manasa

**Imagine that you are Pavan / Pavithra, studying in X standard, Sharada Vidya Samsthe, Bengaluru.**

**Write a letter to your friend requesting him/her to attend the annual day function in your school.**

Bengaluru

5 June 2020

Dear Anitha,

How are you? In your previous letter you had written that you had an attack of malaria. I hope you have recovered fully. You still must be having weakness. Do take care and look after yourself.

We will be celebrating our annual day on the 14th of this month. This time we have a beautiful dance drama depicting the union of Ganga and Kaveri. I am given the main role, that is, of Ganga and I feel that our teacher in charge has choreographed the whole piece superbly.

I remember how you and I used to be together in all the school functions when we were in the primary. Now that I have changed my school and moved to Bengaluru, I miss having you with me. Anyway, why don't you attend my annual day? It is only two hours journey for you and you can stay with me for the night and return home the next day. You can ask your sister to come with you.

Hope you will not disappoint me.

Yours affectionately

Pavithra

**Write a letter to the General Manager of Jindal Power Limited, Madakaripura, Chitradurga, requesting permission to visit the wind power generation plant.**

Student Council Member

Govt. High School

Koppa

16 February 2021

General Manager

Jindal Power Limited

Madakaripura

Chitradurga

Dear Sir,

Experiential education is the best form of learning. That is why we, the students of X Standard of Government High School, Koppa would like to visit your power plant to get a first hand knowledge of how the power of the wind is used to generate electricity.

Our batch has a strength of 48 and all of us would like to visit the plant on Monday, 3rd of March, 2019 at 9:00 a.m. We will remain grateful to you if you could grant us permission. We will be accompanied by our class teacher. All of us will be in our school uniform and we will carry our School Identity Card.

We are told that a tour around the plant and an explanation of the work done would take a minimum of three hours. So we have planned to be at the plant till 12:30 p.m. Hope this will not inconvenience the work at the plant.

I once again request you to grant us permission to visit the plant. Please let us know if there is any formality to be fulfilled before the visit.

Yours faithfully,

Samrudh

**Imagine that you are Divya residing at \*Sai Nivas', # 74,1 cross, Vivek Nagar, Hiriyr.  
Write a letter to your cousin inviting him/her to come to your house to spend the summer vacation.**

Hiriyr

19 April 2021

Dear Kavitha,

How are you? You must have started with your summer vacation. Our school closed on the 31st of March. What about yours?

Hope your vacation has started and hope you are free. I invite you to come to my house to spend your summer vacation. It's been a real long time since we have met up. I've thought of many exciting things for the vacation. We can go swimming as we have a newly built swimming area in our compound. There is a theatre workshop starting from next Monday. Both of us can attend it. The workshop will run for ten days. On the last day a drama will be staged by all the artistes. I know your acting ability. The organisers will be happy to have a bundle of talents as you. Please let me know as early as possible whether you can make it or not.

Mom and Dad have sent their love to you. My regards to all at home...

Lots of love...

Divya

**Write a letter to the Chief Officer, Town Municipal Council, Hiriyr, about the garbage dumped in your locality and request him/her to do the needful.**

Divya

'Sai Nivas'

74, 1 Cross

Vivek Nagar

Hiriyr

18 April 2021

Chief Officer

Town Municipal Council

Hiriyr

Dear Sir,

This is to draw your attention to a problem faced by all the residents of Hiriyr. Hiriyr has always been famous for its cleanliness and greenery. We, the residents, on our own keep our town clean. Every Sunday, we take part in cleaning drives. In fact, the City Corporation had recognised Hiriyr as the cleanest town last year.

But now we face a peculiar problem. The Government has chosen an empty piece of land at Hiriyr as the dumping yard for garbage. It's shocking that an area so close to the residential area is chosen as the dump yard. In addition to the awful smell, we now face the mosquito menace.

All of us are troubled by the decision of the authorities. We request you to revoke the decision immediately and stop dumping garbage at Hiriyr. We remember with gratitude that on a number of occasions in the past, you have been very considerate and helped us out. Hope you will do the essential immediately.

Thank you in anticipation of an early response.

Yours faithfully

Divya



**Imagine that you are Jyothi studying in Xth Standard, Government High School, Haveri.**

**Write a letter to your father greeting him on his 50th birthday.**

Haveri

6 March 2021

Dear Papa

It is your Golden Birthday and I am not with you! I never thought I would have to write a letter to wish you on your 50th birthday. Anyway, because of my X Standard exams, it is not possible for me to come home even for a day. So dear papa, I am sending my long-distance wishes and loads and loads of love to you.

I'm sure mamma has prepared all the delicacies that you love to eat. 50th birthday is a milestone birthday. So I suggest that you take some time off and go on a holiday to a resort with mamma. Are you thinking of hosting a party? Please do, though I will be missing it.

I am preparing earnestly for the examination and hope to do well. I know that your best wishes and prayers are with me.

Your loving daughter,

Jyothi

**Write a letter to KPTCL asking for street lights in your locality stating the inconveniences suffered by the residents.**

John  
X Standard  
Government High School  
Haveri

6 March 2021

Executive Engineer  
KPTCL  
Haveri

Dear Sir

This is to bring to your notice that the street lights of second cross of Kariappa Colony have not been functional for the past one month. It has become almost impossible for the residents of this area to move about after 7:00 p.m. as there is total darkness. I am sorry to inform you that there have been a few cases of theft and eve-teasing too as anti-social elements are taking advantage of the situation.

As citizens, one of the basic amenities that we are entitled to enjoy is properly lit roads. We have already complained, but no action has been taken. We request you to act immediately to ensure that the area gets proper lighting through street lights.

Thank you.

Yours faithfully,  
John

**Imagine that you are Preetham studying in Xth Standard, Government High School, Tumakuru.**

**Write a letter to the Forest Officer, to provide 100 saplings to celebrate the “Environment Day” on June 5th under eco-club activities in your school.**

Preetham

X Standard

Government High School

Tumakuru

31 March 2021

The Forest Officer

Tumakuru

Dear Sir

I am Preetham, a student of Standard X of Government High School. I bring to you the greetings of all the teachers and the students.

The reason for writing this letter is to seek your help. On 5 June we will be celebrating World Environment Day. After a lot of discussion, we have come to the consensus that the best way to observe the day will be by planting 100 saplings. We also know that when we plant saplings we should keep in mind many things: the weather that is conducive for the growth of the sapling, the place that is appropriate, the distance certain trees need to have from buildings, maintenance, cost effectiveness etc. If we plant saplings without considering all these points, we may even cut some of the trees in the future because of one or the other problem. Hence we request you to provide us with 100 saplings which are meant for our area.

We are glad to inform you that organizing such eco-friendly activities is one of the goals of our nature club and we hope you will encourage us by providing 100 saplings.

Thank you.

Yours faithfully,

Preetham

**Write a letter to your friend about “Children’s Day” in your school.**

31 November 2020

Tumakuru

Dear Prerana

Heartly congratulations. Heard that you got the first place in mono-acting in the inter-school competition. Acting has always been your forte. Hope you will earn more and more accolades. We had a lovely children’s day celebration. Unlike the earlier celebrations, this time we went to children’s orphanages. We conducted games, organized competitions and distributed sweets. It was such an enriching experience with the small children around us. Their laughter still echoes in my ears.

Next time when you come to Tumakuru, I will certainly take you to these orphanages. Do plan a trip.

See you soon.

Love

Preethi

**Imagine that you are Nithin studying in 10th Standard, Government High School, Sagar. Write a letter to your friend about the course and the college you are going to study at after S.S.L.C.**

10th Standard, B Section  
Government High School  
Sagar  
March 25, 2021

Dear Suresh,

It is a long time since I have written to you. You are one of those who have given rise to the saying that a friend in need is a friend indeed. I'm a little confused about my future and I thought I would share my thoughts with you.

I know that the job opportunities for the present generation are many. But that has only added to the confusion. Gone are the days when people thought of only medical and engineering. Now corporates attract youngsters. They are financially very attractive too. For this, MBA would be the best option. But I do not want to get into some monotonous existence. My interest is in Human Rights and I feel this would give me satisfaction. The Loyola College in Bangalore is rated the best for studying human rights. With my academic performance thus far, I am confident I can get admission in the college. Could you give me your opinion? What have you thought about your future after S.S.L.C.? Do let me know.

Yours affectionately

Nithin

To

Suresh Angadi

25, Devaraj Urs Road

Mysore – 570 001

**Write a letter to your headmaster to exempt you from special classes. Give proper reasons.**

Nitasha

10th std A Section

Govt. High School

Sagar

11 February 2021

The Headmaster

Govt. High School

Sagar

Respected sir,

Sub.: Request for exemption from attending special classes.

With due respect I, Nitasha, a student of Class 10 A Section, wish to state that I will not be able to attend the special classes arranged by our Mathematics and Science teachers during this weekend as I have to write the Kannada Ratna exam being conducted by Kannada Sahitya Parishat.

Therefore I request you to exempt me from attending the special classes.

Yours faithfully,

Nitasha

**Imagine you are Mr. X. You have moved into a new apartment. Write a letter to the area Postmaster informing him about the change of address.**

From

X

Kaveripura

Bangalore

Date: .....

To

The postmaster,

Kaveripura branch,

Bangalore

Respected sir,

Sub: Change of address

I have been residing in Kaveripura for the past ten years and all my correspondence were in the address No 13,4th block, 8th main, Kaveripura. Recently we had shifted our residence to a new apartment and hence, I would like to inform you about the new address, which is given below, so that fixture correspondence could be in that address. Kindly oblige and do the needful. New address- No 183,4th block, 7th main, Kaveripura, Bangalore.

Thanking you,

Yours faithfully,

X.



**Write a letter to your school Headmaster/ Headmistress seeking permission to avail 3 days' leave to attend to your ailing grandfather.**

From

XX

10th Std

ABC School, Bangalore

Date: .....

To

The Headmaster,

ABC School, Bangalore

Respected sir,

Sub: Requisition letter for 3 days' leave

My grandfather has been admitted to hospital last week and his condition is said to be serious.

Hence, I would like to apply 3 days' leave to be next to him during his last days. Kindly oblige

and grant me leave for three days i.e. from \_\_\_\_\_ to \_\_\_\_\_

Thanking you,

Yours faithfully,

XX,

Signature.

**Imagine you are a student of ABC Govt High School, Vijayanagar and you have passed out SSLC with distinction. Write a letter to the area Corporator expressing your wish to continue your education and seeking his guidance in availing financial assistance for the same as you are from a financially poor background.**

From

XXX

ABC School'

Vijayanagar

Bangalore

Date: .....

To

The Corporator

Vijayanagar

Bangalore

Respected Sir,

SUB: Requisition for financial assistance for studies

I have passed my SSLC examination with distinction (92%) and I wish to continue my studies in a reputed college with science as a method. My parents are both construction workers who cannot afford the fee for my higher education. Hence, I request your good self to provide me with some kind of financial assistance so that I can pursue my dream of becoming a doctor. I assure you, my service will be for the needy of the society and shall repay the debts in future. Kindly oblige and do the needful.

Thanking you,

Yours faithfully,

XXX.