

A.B.M. College, Golmuri

English Core

I.Com.

By Manish Prabhakar Singh

Letter Writing

(Write down the solved example given below in the copy followed by the unsolved question assigned to you as homework.)

A letter is a written message that can be handwritten or printed on paper. It is usually sent to the recipient via mail or post in an envelope, although this is not a requirement as such. Any such message that is transferred via post is a letter, a written conversation between two parties.

Now that E-mails (Advantages and disadvantages) and texts and other such forms have become the norm for communication, the art of letter writing has taken a backseat. However, even today a lot of our communication, especially the formal kind, is done via letters. Whether it is a cover letter for a job, or the bank sending you a reminder or a college acceptance letter, letters are still an important mode of communication.

Types of Letters

- **Formal Letter**: These letters follow a certain pattern and formality. They are strictly kept professional in nature, and directly address the issues concerned. Any type of business letter or letter to authorities falls within this given category.
- **Informal Letter**: These are personal letters. They need not follow any set pattern or adhere to any formalities. They contain personal information or are a written conversation. Informal letters are generally written to friends, acquaintances, relatives etc.

Informal Letters

Format

The following points need to be followed while writing an Informal letter-

- a) An **Informal Letter** does not strictly follow the prescribed Format.
- b) The language of an **Informal Letter** must be friendly and casual.
- c) An **Informal Letter** can have extra information.
- d) The Subject line is not required in an **Informal Letter**.

The **Format of an Informal Letter** is as follows –

- 1. **Address:** The address of the sender is followed by that of the receiver.
- 2. **Date:** The date is written below the address after leaving one line.
- 3. **Salutation** / Greeting (Dear / Hi / Hello)
- 4. **Body:** The matter of the letter is written here. It is divided into 3 paragraphs as follows -
 - a) **Paragraph 1:** beginning
 - b) **Paragraph 2:** Main content.
 - c) **Paragraph 3:** ending
- 5. Sender's name and signature.

Solved Example

Q. Write a letter to your friend congratulating him/her on his/her success in class 12 board exam.

Answer-

B-32, sector-11

Rohini

New Delhi-110034

July 10, 2018

Dear Muskan

My happiness knew no bounds when I got to know that you have topped your school and achieved your dream. I felt so pleased that I wish I were there to congratulate you personally.

The result has proved that hard work, determination and perseverance bring good results. You were so laborious and passionate about it. I know you were very nervous too, but I was always very confident that you would come out with flying colours. I apologise that I couldn't even attend the celebration party despite my wishes.

Hope to see you soon. Please be encouraged and continue your hard work. Your future is very bright. My parents and elder sister have sent lots of love and heartiest congratulations.

With lots of love and best wishes.

Yours lovingly

Shefali

HOMEWORK

Q1. Write a letter to your friend who just met with an accident informing him about his speedy recovery in a consoling tone.