

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.)

Formal Letter

A formal letter is one written in a formal and ceremonious language and follows a certain stipulated format. 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. So let us take a look at a sample format of a formal letter.

Format

A formal letter has a format which needs to be followed. A typical formal letter format is

1. Sender's address
2. Date
3. Name / Designation of Addressee
4. Address of the Addressee
5. Salutation
6. Subject
7. Body – Introduction, Content, Conclusion
8. Complimentary Close
9. Signature / Name of the Sender
10. Designation of the Sender

Solved Example

Q1. You are Radha G, member of NGO AWAAZ. Write a letter to the editor of a national daily for a public movement to clean the Yamuna river. (You must introduce yourself, describe how the people are to be blamed for polluting the river and suggest the need for installing water treatment plant to clean the river).

Answer-

33, Jal Vihar

Wazirabad, New Delhi - 33

Dated: 17 July 2017

The Editor

Hindustan Times

New Delhi.

Subject: Need for people's movement for a clean Yamuna

Dear Editor

I am Radha G, member of NGO AWAAZ. I am writing to you in order to highlight the deteriorating condition of river Yamuna.

The city of Delhi is getting contaminated water from river Yamuna. The residents are to be blamed for this. They pollute the river with garbage, sewage and filth. The river water is full of bacteria, plastic, chemicals and other waste materials. It is unfit for consumption.

The people have been demanding a Water Treatment plant. The authorities have not yet responded to the repeated requests.

I request you to highlight the problem in your newspaper and arouse public interest. We all need to get together in order to get the plant set up in the area.

Thank You

Yours sincerely

Radha G

Member AWAAZ.

HOMEWORK

Q1. Write a letter to the Editor of National Herald, New Delhi about water scarcity in your locality suggesting ways to improve the position of water supply. You are Ramnath/ Reema of Jamshedpur.