



Hi, I am EeeBee



Letter-Writing

Learning Outcomes

- Students will understand the format and structure of formal and informal letters.
- They will learn the appropriate language and tone for different types of letters.
- They will practice writing clear and concise letters for various purposes.

A letter is a substitute for conversation. In letter-writing messages are conveyed from one person to another and from one place to another. A letter may be used for—applying for jobs, making enquiries, complaining, conveying news, greetings etc. Broadly speaking, there are two types of letters:

1. **Informal letters** : Letters to parents, relatives, friends etc.
2. **Formal letters** : Letters to business firms, the editors of newspapers, government officials, and for invitations etc.

The Format of an Informal Letter

The outlines given below show various parts of an informal letter and their proper arrangement.

- (i) Writer's address
- (ii) Date
- (iii) Salutation
- (iv) Body

C-51, Rohini, Delhi

April 21, 20XX

My dear Father

- (v) Subscription

Yours affectionately

- (vi) Signature

Varun

Note: Date can be written as: April 51, 20XX or 21st April 20XX or 21 April 20XX

Format of a Formal Letter

- (i) Writer's address
- (ii) Date
- (iii) Address of the person or firm receiving the letter

A-11, Kurukshetra, Haryana

August 18, 20XX

The Executive Officer,
Nagar Palika

Haryana

- (iv) Salutation

Dear Sir/Madam,



(v) Subject

(vi) Body

(vii) Subscription

(viii)

Yours faithfully

Signature Ramesh Arora

Informal Letters

Letter to a friend consoling her on her illness.

210, Uttam Nagar,

Dwarka, Delhi-2

18 July 20_____

Dear Rupa,

I am grieved to learn about your illness since last two days. I am sure, you must have shown some carelessness to the changing season and caught viral fever as doctor has said you. I hope, you take good diet and medicine on time as suggested. I wish you recover soon. Take care. I shall come to see you tomorrow.

Your dear friend

Rachna

Formal Letters

1. Application for leave on brother's marriage.

515, Rajouri Garden

Delhi -2

18 April 20_____

The Principal

D.A.V. Public School

Raja Garden

Delhi

Dear Sir,

Subject : LEAVE OF ABSENCE ON 16 MARCH 20_____

I wish to inform you that my elder brother's marriage will take place on the 20th of April. I will have to be present in the ceremony along with my family members.

Therefore, I shall be unable to attend school on that day.

I shall be thankful if you could grant me leave of absence for that day i.e., 20th of April.





Thanking you in anticipation for your understanding and support.

Your sincerely

Raj Sharma

Class 5 A

2. Application to the Health Officer complaining about the poor sanitation prevailing in your locality.

3/12, Subhash Nagar

Delhi

11th March, 20XX

The Health Officer

Municipal Corporation of Delhi

Delhi

Subject : Poor sanitation in our locality

Sir,

I wish to draw your attention to the extremely poor sanitation in Street No. 5, Raghuvir Nagar, Delhi. There are pits at every step in the street. These pits have become pools of dirty water during this rainy season. The mosquitoes are breeding in these pits and spreading dengue and malaria. The sweepers have been neglecting their duty for days. Heaps of dust and rubbish lie scattered on the streets. The foul smell makes it impossible for anyone to walk through these lanes.

It won't be a surprise if some epidemic breaks out.

Please initiate measures in order to improve the sanitary conditions in this area as early as possible. Hoping that you take prompt action in this regard.

Yours truly

Ramesh Dutt



Skills/Level
WRITING/A2



Write letters and applications on the following topics.

1. Write an application to the SHO of the Police Station reporting the theft of your gold ornaments.
2. Write a letter to your friend describing how you spent your summer vacation.
3. Write a letter to your elder brother describing how you are preparing for your examination in the hostel.
4. Write an application to your Principal seeking four days of leave on account of your sister's marriage ceremony.

