



Hi, I am EeeBee



# Letters and E-mail

## Learning Outcomes

- Students will understand the format of formal and informal letters and e-mails.
- They will identify the tone and style suitable for different purposes.

## Types of Letters

Generally, there are two types of letters — Informal letters and Formal letters. Informal letters are written to friends, parents and relatives. Formal letters are written to Principal, Editors of the newspapers, Government official or business firms

### Format of an Informal Letter

- |                     |                                |
|---------------------|--------------------------------|
| 1. Writer's address | C: 1/21 Kolkata<br>West Bengal |
| 2. Date             | May 12, 20____                 |
| 3. Salutation       | My dear Father                 |
| 4. Body             | _____<br>_____<br>_____        |
| 5. Subscription     | Yours affectionately           |
| 6. Signature        | Sourav                         |

### The Format of a Formal Letter

- |   |   |
|---|---|
| 1. Writer's address                                   | A-2/15 Chennai<br>Tamil Nadu- 764103                                  |
| 2. Date   | September 14, 20____  |
| 3. Address of the person or firm receiving the letter | The Editor-in-charge<br>The Times of India<br><br>Tamil Nadu - 700008 |
| 4. Salutation   | Dear Sir/Madam  |
| 5. Body   | _____<br>_____<br>_____   |
| 6. Subscription                                       | Yours faithfully  |
| 7. Signature  | Chinmay Chaudhary   |



## Specimen Letters and Applications

**Write a letter to your father asking for money to pay the school fee and to buy new books.**

Boys Hostel  
D.A.V. Public School  
Darjeeling  
West Bengal  
October 20, 20\_\_\_\_

My dear Father,

I received your letter dated the 10th of October. I am glad to know that you are all well. I need to purchase some new books. Also I have to pay my school fees for the month of December. Can you please send me ₹ 3500 for the same?

I am thankful for your love and support always.

With my core and regards to you and mother. May God keep you safe always.

Yours affectionately,

Amit

**Write a letter to the Station House Officer reporting the theft of your valuables.**

21 Ring Road  
New Delhi - 110046  
21st September, 20\_\_\_\_  
The Station House Officer  
Connaught Place  
New Delhi- 110001

Subject : Theft valuables at my house last night ie 15 Nov \_\_\_\_\_

This letter is to report and place on record, theft of jewellery, cash, two mobiles, and laptop from my house last night. It came to my attention this morning when I found the back door open with the lock broken.

An initial evaluation shows the following items missing from my house :

1. Jewellery : 1 gold necklace, 2 gold rings, 2 pairs of earrings
2. Laptop : (1)
3. Mobiles : (2)
4. Currency worth: ₹ 50,000

Please do the needful to apprehend the culprit and recover the above items.

Thank You

Yours sincerely,  
Rohan Sharma





## E-MAILS

Letters are now being gradually replaced by e-mails. E-mails are much faster and much cheaper. And they go straight to the person you want to receive your message. The only requirement is that both you and that person have a computer and a wi-fi connection.

### Guidelines for Writing an E-mail

- The whole e-mail should be kept in a box after writing it completely.
- The sender's and receiver's e-mail address should also be kept in the box.
- We can start the email with Dear... Hello or Hi, or just Sir/Madam, or even without any such salutation.
- The message is kept short and to the point.
- The message is divided into paragraphs. Bullets may be used to highlight some points.
- Formal endings like Yours sincerely are avoided. We can end the e-mail by just writing our name.

### Specimen of an E-mail

Write an e-mail to your uncle's son who has passed the Higher Secondary Examination with the first division.

From aman@gmail.com

To shyam@gmail.com

Subject Congratulations on your outstanding result

Hi

Heartiest congratulations to you on your outstanding results. You have proved that hard work away pays off. I am extremely happy for you, proud of you and wish you success in your future endowers.

Aman



**Skills/Level**  
WRITING/B2



### Write letters, e-mails on the following topics.

1. Write an e-mail to your friend congratulating him/her on winning the first prize in a debate competition.
2. Write a letter to the editor of a daily newspaper complaining about the construction work on your road in the rainy season causing inconvenience to the people of your locality.
3. Write a letter to your friend inviting him/her for a picnic.
4. Write a letter to your best friend describing to him/her about how you spent your lockdown period.
5. Write a letter to your cousin congratulating her on her success in the examination.

