



Hi, I am EeeBee



Letter Writing

Letter Writing

Letter writing is an important topic in the **English writing skills** section for school students. Everyone must know **how to do letter Writing**.

Types of Letter

1. Formal Letter
2. Informal Letter

Formal Letter

A letter written for a formal purpose is called a Formal letter. It addresses a serious issue. Let us discuss the types of formal letters.

Types of Formal Letter

1. **Letter to the editor**
2. Letter to the Government
3. Letter to the police
4. Letter to the principal
5. Order letter
6. Complaint letter
7. Inquiry letter
8. Business letter
9. Application letter for job
10. Letter to the Bank manager
11. Resignation letter
12. Leave Application
13. Leave Application for marriage
14. Leave Application for maternity

Informal Letter Writing

Informal Letter Writing - A **Letter written for an informal** purpose is called an Informal letter. It is written for a casual purpose.

Types of Informal letter

1. Letter to parents
2. Letter to siblings
3. Letter to friends
4. Letter to classmates
5. Letter to neighbours





Specimen Letters

1. You are Megha. Write a letter to your friend Shivani inviting her / him to your birthday party. Give details regarding the day, time, venue, etc. Add interesting details like theme, dress code, etc.

15, Netaji Marg

Kolkata

25 March 20XX

Dear Shivani

Hi! You are invited to my birthday party on the 30th of Shivani.

The party will be at Pari Place, Shanti Park from 5:00 to 8:00 PM. As the party is based on the 'Spiderman' theme, please wear a dress in red / black color combination. It will be fun as I have arranged a Mask game, a 'Spidey' web game, and a never – seen – before neon light and music show. I am very excited as I will wear a special Spidey costume designed by my sister. Please come as it will be good to have your company and share fun moments. Also, bring your brother Gaurav along too.

Waiting for your confirmation.

Megha

2. Write a **letter to the Mayor of your city** seeking a solution to the problem of water logging in your area. You are Mayank / Nisha of Friends Colony, Guwahati.

15 / 5, Netaji Marg

Kolkata

15 July 20XX

The Mayor

Kolkata

Subject: Complaint regarding the problem of water logging in Guwahati

Sir / Madam

I am Mayank, a resident of Friends Colony. The residents of the area are facing a lot of problems due to water logging.

Every year during the monsoon season, the area gets submerged in water as the drainage system gets choked. We have requested the area committee many times, but the situation is still the same. The residents' lives have become miserable as many water - borne diseases have spread. Water has entered into all the houses, and we are facing a tough time. Movement out of our homes is not possible too.

Please consider this issue as serious and find a solution at your earliest.

Yours Sincerely

Write letters and applications on the following topics.



Skills/Level
WRITING/B1



1. Write a letter to your cousin describing the fun you had in your recent picnic.
2. Write a letter to your elder sister thanking her for her advice in preparing for your coming exam.
3. Write a letter to your father asking him for `2000 for textbooks.
4. Write an application to your principal seeking four days of leave on account of your sister's wedding ceremony.
5. Write an application to the BDO of your locality drawing his attention to the repair of poor road conditions.

