

Letter Writing

Kinds of Letter

There are mainly two types of letters:

1. Formal Letter: Formal Letters are precise and to the point. They are written in a clear and formal style. All official letters and applications fall under this category. In business letters the writer of the letter does not know the recipient or addressee personally. The purpose of the letter is official.

2. Informal Letter: Informal Letters are either personal or social written to friends, relatives, and acquaintances. Here, the writer of the letter knows the recipient or addressee personally. The purpose of such letter is to communicate something.

Basic parts of a Letter

While drafting a letter, the following points must be followed:

- **Sender's Address:** A letter must begin with sender's address. It will inform the receiver of the letter which will enable him to send the reply if he feels so.
- **Receiver's address:** Without the address of the receiver the letter cannot reach the destination. It also tells about the person for whom the letter is meant.
- **Date:** Date is also an important point so date must be specified.
- **Subject:** After date, subject must be specified.
- **Salutation or Greeting:** The words used for Salutation or Greeting. It depends on the person the letter is addressed to.
- **Main Body:** The message or information to be conveyed is written here.
- **Subscription:** Letter must end with a polite leave taking such as yours truly, yours sincerely, yours affectionately etc.
- **Signature:** The name of the sender is written. Normally the first name is written.

Some Specimen Formal and Informal Letters

1. Write a letter to your friend wishing him a happy birthday.

D-1/107, City hostel,
Surya Public School,
New Delhi-110005

Dated: January 25, 20__

Dear Amit,

I am writing this letter to wish you a happy birthday. May you have many many years of happy life. I remember 28th December, 20×× when we celebrated your birthday in Delhi. I hope a very good time there with your friends. I wish I would join you. Please accept best wishes and my greetings.

Your loving friend
Mayank

2. Write a letter to your Principal requesting him to grant you leave on account of your sister's marriage.

To,
The Principal
Delhi Public School,
New Delhi.
18th March, 20__

Sir,

Most respectfully I beg to state that the marriage of my elder sister is on the 21st March, 20__ I am required to join the marriage party. So it would not be possible for me to attend the school for four days, i.e. 20th to 23rd March 200__
Kindly grant me leave for these four days. I shall be thankful to you.

Yours obediently,
Aman, V-A

3. You want to join the educational trip of your school to Udaipur. You are Aman, write an application to your Principal requesting him to include your name in the list.

To
The Principal
D. A. V. Public School
Sector 12, Rohini,
Dated: 20th September 20__

Sir,

I came to know from friends that the school is organising an educational tour to Udaipur in the coming autumn break. I have already talked to my parents about it. They have given me written permission to join the trip. You are therefore, requested to include my name in the list of the students. Please give me the list of articles needed for the trip.

Thanking you,
Yours obediently
Aman
Roll No. _____

What are the basic parts of a letter?

1. Basic parts of a letter are:
2. Sender's Address
3. Receiver's address
4. Date
5. Subject
6. Salutation or Greeting
7. Main Body: The message or information to be conveyed is written here.
8. Subscription
9. Signature