

Formal Letter

Introduction

Formal letter is a business or official letter. They are written to complaint or inform something. These letters include applications, letters to editors, official letters, letters to and from organizations, government departments etc. These letters have an objective or business-like style of writing.

Points To Remember:

1. Mentioning the subject is a must in a formal letter.
2. The formal letter should be brief, simple and concise.
3. It should focus on the issue rather than dwindling on various other elements.
4. Colloquial words or expressions must be avoided.
5. The imperative tone must be avoided in case of formal letters.
6. Coherence should be maintained.
7. Marks will be awarded on the use of appropriate style, language, content and expression.
8. Although, marks will not be deducted for exceeding the word limit, it is advisable to follow the given word limit.

Difference between formal and informal letters:

The basic difference between informal and formal letters is that of the receiver. Informal letters are written to friends, family, relatives, and other near and dear ones, while, the formal letters are written for official purposes or to write to the editor of a magazine, the commissioner, the principal of a school, etc.

It is compulsory to include a subject in a formal letter which is not necessary in an informal letter. We usually add both the addresses in a formal letter while it is only important to write the recipient's address in an informal letter.

The language of a formal letter is also very formal and precise while one is allowed to use colloquial language in an informal letter.

Rising Prices of Essential Commodities

Q. Write a letter to the editor of a reputed daily highlighting the problem of rise in prices. You are Pankaj of B-Z, Sector 15, Dwarka, New Delhi.

Answer:

B-Z

Sector 15

Dwarka

New Delhi

Nov 18, 2019

The Editor

The Hindustan Times

New Delhi

Respected sir,

Subject: Rising prices of essential commodities

I would like to use the columns of your esteemed newspaper to highlight the problem of steep rise in prices of essential commodities.

The prices of wheat, rice, pulses, sugar, vegetables, etc. have shot through the roof, making it impossible for a lot of families to eat proper meals every day. It is a common belief among people that a false shortage is created in the market. Black-marketing adds to our problem when the big traders hoard large stocks of these commodities for selfish benefits.

I appeal to the concerned authorities to put stringent measures in place so that stocks cannot be hoarded by a few traders and black-marketers. It goes without saying that any effort in this regard would be appreciated by one and all.

Yours truly,

Pankaj

Need for Urgent Repair of Classroom

Q. Write a letter to the principal of your school requesting him to get your classroom repaired as it has been in a bad condition for some time now. You are Anil of ABC Public School, Uttam Nagar, New Delhi-59.

Answer:

Examination Hall

New Delhi-110062

Nov 25, 2019

The Principal

ABC Public School

Uttam Nagar

New Delhi-110059

Dear sir,

Subject: Need of urgent repair of the classroom assigned to VIII-C

With due respect, I would like to draw your kind attention towards the poor condition of our classroom that is room no. 15 on the first floor of the school building.

Our classroom is in need of urgent repair. There is dampness in the walls and the roof. It not only smells bad but the plaster has also started coming off the walls. This may pose health hazards in the approaching winter. Moreover, students cannot concentrate on their lessons with uncomfortable surroundings.

As it is becoming increasingly difficult for us to continue studying in the classroom, I request you to arrange for our classroom to get repaired at the earliest. Meanwhile, please assign another classroom to us.

Yours sincerely,

Anil

Class VIII-C

Complaint Regarding the Defective Washing Machine

Q. You are Krishna of 15, Vasundhra Enclave, New Delhi. You had bought a brand new washing machine from M/s Roma Electronics, ABC Street, Dilshad Bagh, New Delhi. However, the machine has not been working properly from the first day itself. Write a letter to the dealer complaining about the same and requesting him to replace the machine as soon as possible.

Answer:

15, Vasundhra Enclave

New Delhi

Nov 20, 2019

The Manager

M/s Roma Electronics

ABC Street

Dilshad Bagh

New Delhi

Sir,

Subject: Complaint regarding defective washing machine

Last week I bought a new washing machine from your showroom (Bill No. 008453, dated 14/11/20xx). However, I regret to inform you that the machine has not been functioning properly from the first day itself.

The washing machine makes an unbearable noise whenever it is turned on. Apart from this, the fabric of delicate clothes is getting damaged with each wash. Also, the dryer of the machine is not at all effective. The Multiple Drying program doesn't work at all. The automatic sensors do not work properly.

I request you to replace the machine at the earliest.

Regards,

Krishna

Discrepancy in Books Ordered and Books Received

Q. You are Anita, a student of DPC Public School, Ashok Vihar, New Delhi. Write a letter to M/s Ratna Book Depot, Nai Sarak, New Delhi, complaining about the discrepancy in the books you have received and the books you had initially ordered.

Answer:

DPC Public School

Ashok Vihar

New Delhi-110052

Nov 18, 2018

The Manager

M/s Ratna Book Depot

Nai Sarak

New Delhi

Sir/Madam,

Subject: Discrepancy in books ordered and books received

I am a student of DPC Public School. Last week, I had placed an order of books at your book store. However, I regret to inform you that the books I received yesterday are not in accordance with the books I had ordered.

I had placed an order for class X textbooks of English and History, published by NCERT, but the books that were delivered to me belong to class XII. The invoice number mentioned on the parcel is RBD/162/089.

I request you to cross-check the documents and send the correct books as soon as possible.

Regards,

Anita

Improper Arrangement of Drinking Water in School

Q. You are Sarthak, a resident of A-14, Vasundhra Colony, New Delhi. Your sister goes to ABC Public School for Girls, Arya Nagar, New Delhi. Write a letter to the principal complaining about the improper arrangement of drinking water in the school.

Answer:

A-14

Vasundhra Colony

New Delhi

Nov 23, 2018

The Principal

ABC Public School for Girls

Arya Nagar

New Delhi

Respected madam,

Subject: Improper arrangement of drinking water in the school

This is to draw your attention to the lack of proper drinking water facilities in your school.

Last week, I happened to visit your school as the guardian of my younger sister. I was shocked to see the long queues in front of the two water coolers on the ground floor. I was later informed that there are no water coolers on the other floors. Your school is famous for its quality of education as well as infrastructure. I was, therefore, surprised to come across the lack of proper arrangement of such a basic requirement as drinking water.

I hope you will look into the matter and get a minimum number of water coolers installed on all the floors of the school building at the earliest.

Yours truly,

Sarthak

Request to Get the Taps Repaired

Q. You are Bhavani Kapoor of AV School, Vira Nagar, Pune. Write an application to the principal of your school requesting her to get two dripping taps repaired. State the reasons for your request.

Answer:

The Principal

AV Public School

Vira Nagar

Pune

17 January 2018

Respected Madam,

Subject: Repair of two dripping taps to avoid wastage of water

I would like to draw your attention to the fact that the two taps near the canteen have been dripping for the last three days.

These continuously dripping taps have already resulted in a lot of water wastage. I reported the matter to the school head boy day before yesterday. However, no action has been taken so far. I am sure you would appreciate the fact that water is an extremely precious resource and we should always try our best to conserve it.

I request you to get both the taps repaired at the earliest so that no more water gets wasted.

Yours sincerely,

Bhavani Kapoor,

Class IX-A

Requirement for Constructions of Roads

Q. Write a letter to the public works department of your city stating the need for urgent construction of proper roads.

Answer:

ABC area

Delhi

April 16, 2018

The Chairman

Public Works Department

Delhi

Dear Sir/Madam

Subject: Requirement for construction of roads in ABC area

I would like to draw your kind attention to the dilapidated condition of the main road in the ABC area. The road has been an issue of concern for the residents as well as the passing traffic.

Driving on this road gets difficult due to digging done by the telephone department. The fast approaching monsoon will worsen the condition. Although the government has taken steps in the past to improve the condition by making brick road, it has been of little help. Increasing number of vehicles makes it impossible to maintain the good condition of the roads.

The issue has to be hammered out as early as possible and the roads ought to be constructed properly at the earliest. I request a speedy action on your front.

Yours truly,

PQR

Non-availability of New Books Introduced by Ncert in the Market

Q. You are Avinash, a resident of 124, Gautam Nagar, New Delhi-49. NCERT has introduced new books. However, these books are not available in the market. Write a letter to the Director, NCERT, complaining about the same.

Answer:

124, Gautam Nagar

New Delhi-110049

25 November 20xx

The Director

NCERT

New Delhi

Dear sir,

Subject: Non-availability of new books introduced by NCERT in the market

I am a student of Class VIII, studying in a school affiliated to CBSE. This is to bring to your notice that the new books introduced by NCERT are still not available in the market.

The non-availability of the books, especially for the subject of English and Mathematics, is causing a lot of inconvenience for the students. The new academic session has already begun and a large number of students are attending their classes without books.

I request you to look into the matter immediately and ensure that these books are made available in the market at the earliest. Your efforts in this regard would be much appreciated.

Yours truly,

Avinash

Need for a Bus Stop

Q. You are Shivam, a resident of C Block, Rani Bagh, New Delhi. Absence of a bus-stop in your block causes a lot of inconvenience to the residents of this area. Write a letter to the editor of the Times of India drawing the attention of the concerned authorities towards this problem.

Answer:

C Block

Rani Bagh

New Delhi-110034

Nov 20, 2019

The Editor

The Times of India

New Delhi-110002

Sir,

Subject: Need for a bus stop in C Block, Rani Bagh

Through the columns of your esteemed newspaper, I would like to draw the attention of Delhi Transport Corporation to the problems faced by the residents of C Block, Rani Bagh. There is no bus stop in our block and this is a cause of great inconvenience for all of us.

In order to board buses run by DTC, we usually have to walk to the next stop which is at a distance of two kilometres. This turns into a severe problem especially in the summer season. School children also have a tough time walking with a heavy load of books.

I am sure the concerned authorities will look into this matter and arrange for the construction of a bus-stop at C Block at the earliest. Their efforts in this regard would be highly appreciated.

Yours truly,

Shivam

Financial Help for Purchasing School Textbooks

Q. Write an application to the principal of your school requesting her to grant you financial help for purchasing school textbooks.

Answer:

Examination Hall

New Delhi-110062

Nov 25, 2018

The Principal

ABC Public School

New Delhi-110085

Respected madam,

Subject: Financial help for purchasing school textbooks

I, Shalini, a student of class XII-C of your school would want to bring to your kind notice that I have not been able to buy the school textbooks for this academic session due to financial problems.

My father works as an office clerk and is facing problems supporting our large family on his meagre salary. Since my brother is also going to school, it becomes quite difficult for my father to meet our educational expenses. I have been doing very well in my studies and I am very keen on continuing to do the same. I have been standing first in my class for the last two years.

Therefore, I request you to grant me financial help to purchase all my textbooks. I assure you that you will not regret this decision.

Yours truly,

PQR

Class XII-C

Request for Setting Up a Dispensary

Q. Write a letter to the Commissioner of the Municipal Corporation, Delhi, requesting him to set up a municipal dispensary in your locality. You are Vinay Aggrawal, a resident of 25A, Circular Road, Vijay Nagar, Delhi.

Answer:

25A, Circular road

Vijay Nagar

Delhi

Nov 10, 2018

The Commissioner

Municipal Corporation of Delhi

New Delhi

Dear sir,

Subject: Request for setting up a dispensary

On behalf of the residents of Circular Road, Vijay Nagar, I want to draw your attention to the lack of medical facilities in our locality.

The nearest dispensary is about three kilometers away from here. Though there are some private clinics in this area, these are beyond the reach of common man as their charges are extremely high. Owing to this reason, getting medical aid at the appropriate time is becoming a reason of concern for us.

Keeping in mind the problems faced by us, I request you to make necessary arrangements for setting up a dispensary in our locality as soon as possible. Your efforts in this direction would be much appreciated.

Yours truly,

Vinay Aggrawal