

Letter-Writing is an art. Therefore as in the cultivation of any other art, the letter-writer has also to employ all his intellectual and emotional faculties to get perfection in the art of letter-writing. Letters are the most important means for developing, promoting and strengthening family ties, social relationships and cordial contacts in industrial, trading and business circles. Letters also reveal the writer's cultural level, refinement and command over the language. Therefore it is essential to learn, practise and acquire perfection in the art of writing letters to be successful in any field of life.

Keeping all these points in view, we are giving below the accepted **formats** of all kinds of letters along with some **models** of all types. There are **three** main types of letters :

- (i) Informal Letters or Personal Letters
- (ii) Formal Letters or Official Letters
- (iii) Business Letters

The above noted **Informal or Personal** letters include letters amongst family-members, friends and relations and letters of personal greetings, good-wishes, congratulations, invitations, sympathies and condolences, etc.

The **Formal** letters include administrative, official, and Government letters and applications. Letters of social importance published in the Newspapers are also formal letters.

The **Business** letters include all types of letters relating to industry, trade, business, imports, exports, etc.

All these different types of letters have a set **Format** and also use some accepted or formal words, phrases or even sentences. Therefore it is necessary to know the formats and formalities of all types of letters. This will keep you in the front line of personal and social culture.

(1) Format of Personal Letters

There are **eight** main parts of the Personal Letter. They are :

(i) The Address of the Sender :

The sender of the letter must write his full Postal address together with his Telephone Number at the top of the letter on the right hand side. This is necessary to enable the recipient of the letter to reply to the letter by post or telephone.

(ii) The Date :

The writer must write the date of the letter below the address. The date can be written in the following three ways :

5-6-2012

5th June, 2012

June 5, 2012

If the writer wishes he can write the day also along with the date in the following way,

Friday, 5th June, 2012.

Format of Informal or Personal Letter

	(i) The Address of The Sender
	(ii) The Date
(iii) The Salutation	
(iv) The body of the letter (divided into Paragraphs)	
	(v) The Subscription
	(vi) The Signature
(vii) Enclosures (if any)	
(viii) The name and address of the person to whom the letter is sent.	
<p>Note : A new fashion has been started these days to write the Subscription and Signature on the left-hand side. Perhaps this has been done because this is more convenient to the typist. However, both ways are correct.</p>	

(iii) The Salutation :

The Salutation written on the left-hand side is a very important part of the letter. It shows the writer's closeness to the person to whom the letter is written. Different categories of people are offered salutation in different ways. The more common salutations are these :

- To Father, Mother, Elder Brothers and Sister. Uncles, Aunts and other elderly relations—
My dear Father / Papa / Daddy / Uncle / Brother
Dear Mother / Mummy / Aunt / Sister.
Respected Father / Mother / Uncle / Aunt, etc.
(This is, however, not accepted in Western culture)
- From Father, Mother and other elderly relations to their children or younger ones—
My dear son / daughter
Dear Raju / Renu
My dear daughter / sister Richa
- Between Brothers, Sisters and Friends
My dear brother / sister
My dear brother Saurabh
My dear sister Lahar
My dear Gaurav / My dear friend Gaurav
- To your senior colleagues, teachers or professional friends.
Sir, Dear Sir, Dear Sirs (Remember, we cannot write My Sir, My Dear Sir/Sirs)

(iv) Body of the Letter :

This is the main part of the letter. It contains the matter, message or contents of the letter. It can have several paragraphs. It has **three** broad divisions—

- Opening sentence of the letter

- The main matter or contents
- The closing paragraph or sentence

The following can be the common opening sentences of a letter :

- Thanks for your kind and affectionate letter received just now / last week / a couple of days ago / on the 10th March.
- Many many thanks for your kind letter. I am sorry I could not reply to it earlier, as I was out of station / owing to very heavy engagements / owing to pressure of studies / work.
- I was so glad/delighted / pleased to receive your letter. I was even more delighted to read its contents.
- Received your long awaited / eagerly awaited letter only yesterday. You can't realize what a relief it gave to me.
- I am sure you will be pleased to read the contents of this letter.
- I have not received any letter from you since long / for a long time. It is really very unkind and thoughtless of you. Perhaps you don't know how much I love you and care for you.
- I am sorry for not having replied to your kind letter so long / for such a long time. The delay was due to overwork / pressure of work / very heavy pressure of studies. But this does not mean that I love you in any way less / remember you in any way less / care for you in any way less.
- I beg your pardon for this inordinate delay in replying to your letter. In fact, I was out of station / I was not quite well / I was overbusy in connection with my sister's marriage. This slackness will not occur in future.

The following can be the closing sentences of the letter :

- With sweet remembrances and love.
- With best wishes / With best wishes and love.
- With heartiest love and blessings.
- Wishing you all the best.
- With regards to you and Mummy.
- With warmest personal regards.
- With regards to your parents and love to the younger ones.
- Kindly convey my regards to your parents and love and good wishes to younger brothers and sisters.
- Hoping to receive an early reply from you / Expecting an early reply.
- Kindly reply by return of post.
- Trusting this finds you in the best of health and happiness.

(v) Subscription :

At the end of the letter, on the right-hand side, subscription is written above the signature of the writer of the letter. This is also an important part of the letter. Different types of subscriptions are written for different persons to whom letters are written. The more common forms of subscription are these :

- In letter to Father, Mother, Brothers, Sisters and other elderly family members—
Yours affectionately,
Affectionately yours,
Your affectionate son / daughter / nephew / niece, etc.

(But remember, we cannot write ‘your affectionately’ or ‘affectionately your’. Also we should not add apostrophes (‘s) in ‘Yours’)

- In letters from Father, Mother, Brothers, Sisters and other elderly members of the family to their children or younger ones—
Yours affectionately,
Affectionately Yours,
Your affectionate father / mother / uncle / aunt, etc.
- In letters between Brothers and Sisters—
Your loving brother,
Your loving sister.
- In letters between friends—
Yours sincerely,
Sincerely yours,
Yours very sincerely,
Your loving friend.
- In letters to senior Colleagues, Officers, Businessmen and Professionals—
Yours faithfully,

(vi) Signature :

Below the Subscription the writer should put his signature. The signature should be full and clear. If the letter is typed, signature must be put below the typed name. If some photocopies of the letter are to be sent, they should be properly signed.

(vii) Enclosures :

If some Enclosures such as cheques, drafts, certificates, etc. are to be sent with the letter, they should be properly enclosed, and their list should be given on the left-hand side below the ‘Enclosures’.

(viii) Address of the Recipient :

The name and address of the recipient of the letter should also be written on the left-hand side.

(ix) P. S. :

Sometimes some important point is left out from the main body of the letter. This can be written very briefly under P.S. (Postscript) on the left-hand side of the letter and signed. But it is not a good practice and should be avoided as far as possible.

(2) Format of Official Letters

Official letters have **eleven** main parts :

(i) The Address of the Sender :

If the letter is written on the printed letter-pad, it is not necessary to write the address again.

(ii) The Date :

Below the address, date of the letter should be written in the manner given under Personal letters.

(iii) Designation and Address of the recipient :

The writer must write the Reference Number of his letter, such as—Ref. No. 253/Misc/2011-12.

Format of Formal or Official Letters

(iii) Designation and Address of the Recipient (iv) Reference No. (v) Subject (vi) The Salutation (vii) The Body of the Letter (divided into Paragraphs) (viii) The Subscription (ix) The Signature (With Official Stamp) (x) Enclosures (if any) (xi) Copies to be sent, if any	(i) The Address of the Sender (With Telephone No., if any) (ii) The Date
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Note : As in Personal and Business Letters, a new trend has been started to write the Subscription and Signature on the left-hand side. However, both ways are correct.

(v) Subject :

It is a very important point in Official letters, Under it, it is briefly written what is the letter about, or under what reference the letter is being written. Here we give some common examples of the **Subject**.

- Application for the Post of Electrical Engineer.
- Application for the Post of Lecturer in English.
- Regarding non-payment of Quarterly Premium.
- Non-compliance of our letter No. CH/36-145, dated July 5, 2011.
- Your letter of Enquiry, dated Sept. 2, 2011.
- Non-receipt of Marks-sheet/Transfer orders/Budget allocation, etc.
- Complaint regarding frequent failure of power supply.
- Settlement of Telephone Bills.

(vi) Salutation :

In Official letters there is a fixed form of salutation to be written on the left-hand side.

- To a Senior Officer of one's own or any other Department or to one's teacher—
Sir,
- To one's equal or junior colleague—
Dear Sir,
- To the Head of any Department—
Sir,

(vii) Body of the Letter :

This is the most important part of the letter. It may have several paragraphs. The first paragraph with which a letter begins is very important. Some common sentences with which an official letter can begin are these :

- Respectfully I beg to submit that

- I have the honour to submit that
- With reference to your advertisement for the post of, I beg to offer my candidature for the same.
- With reference to your advertisement in The Times of India, dated I beg to apply for the post of

(viii) The Subscription :

As in Personal letters, Subscription is written on the right-hand side above the signature. In official letters or applications, the subscription is always written as:

Yours faithfully,

(ix) The Signature :

The signature below the Subscription must be complete and clear. The designation of the signing authority must be written below the signature and official stamp must be affixed.

(x) Enclosures :

Enclosures, if any, must be enclosed with the letter, and the list of the Enclosures must be given on the left-hand side below this head.

(xi) The Copy :

If Copies of the letter are to be sent to some other authorities, their list must be given as under :

Copy to :

- (i) The District Magistrate for his information and necessary action.
- (ii) The Governor for favour of his information and necessary direction.
- (iii) The Vice-Chancellor for favour of immediate action.

(3) Format of Business Letters

The Business Letters also have **eleven** main parts. They are :

(i) The Address of the Sender :

If the letter is written on the printed Letter-head of the Firm. It is not necessary to write the address of the sender again. The Telephone and Fax Numbers too, if available, should be written here. If not already printed, they should all be written at the top on the right-hand side.

(ii) The Date :

The date of the letter must be written on the right-hand side below the address of the sender. The method of writing the date is the same as explained under Personal letters.

(iii) Name and Address of the receiving Firm :

The name and address of the Firm or its officer concerned should be written on the left-hand side of the letter. The home address of the officer should not be written.

Note—The Firms which are named after the names of some persons are addressed as Messrs, *e.g.* Messrs Rajkishore & Sons, or Messrs Volkart Brothers. But the Firms which are named impersonally are not addressed as Messrs, *e.g.* The Glove Travellers.

(iv) Reference Number :

The Reference No. of the letter must also be written, as No. 358/Orders/2010-11.

Format of Business Letters

	(i) The Address of the Sender (with Telephone No., if any)
	(ii) The Date
(iii) Designation and Address of the Recipient	
(iv) Reference No.	
(v) Subject	
(vi) The Salutation	
(vii) The Matter of the Letter (divided into Paragraphs)	
	(vii) The Subscription
	(ix) The Signature
(x) Enclosures (if any)	
(xi) Copies to be sent, if any	
Note : As in Personal and Official Letters, a new trend has been started to write the Subscription and Signature on the left-hand side. However, both ways are correct.	

(v) Subject :

It is a very important part of the Business Letter. It states in the minimum possible words the topic, subject or reference under which the letter is being written. Some such common topics are these :

- Non-payment of outstanding bills.
- Second reminder for immediate payment of pending bills.
- Non-execution/Non-compliance of our order No. 3512/Stab.2012, dated 10.6.2012.
- Your letter of Enquiry, dated 14.3.2012.
- Complaint regarding manufacturing defect in the T.V. supplied by you.
- Settlement of Accounts.
- Non-payment of Quarterly interest.

(vi) Salutation :

Salutation is written on the left-hand side of the letter. The wordings of salutation in Business letters are fixed. They are :

- For some officer of the Firm
Dear Sir
- For the firm
Dear Sirs
or
Gentlemen.

(vii) Body of the Letter :

This is the main part of the letter. It can have several paragraphs. The first sentence written in the letter has great importance. Some common and popular sentences with which such letters can begin are these :

- We draw your kind attention to our letter No....., dated, and write to state that
- Kindly refer to your letter No....., and dated
- This is in response to your circular letter No, Dated
- This refers to your letter No, dated
- This is to bring to your kind notice that
- We write to invite your attention to

(viii) The Subscription :

The subscription is written on the right-hand side above the signature of the sender. In these letters subscription can be written in one of the following ways :

Yours faithfully,

or

Yours truly,

or

Faithfully yours,

(ix) The Signature :

The letter should be properly and legibly signed. The designation of the signing authority and the stamp of the Firm must be affixed.

(x) Enclosures :

Enclosures, if any, such as cheques, drafts, R.R. etc. should be properly enclosed with the letter, and their list must be given under Enclosures on the left-hand side.

(xi) Copy :

If the Copies of the letter are to be sent to some other authorities, they must be listed on the left-hand side as follows :

Copy to :

- (i) The General Manager for his information and necessary action.
- (ii) The Secretary for his kind information.

Some Model Letters

Personal Letters

(1) Letter from a son to his father, informing him of his preparations for the final examination and asking him for some more money.

Room No. 41,
A. N. Jha Hostel
Allahabad University, Allahabad
January 10, 2012

Respected Papa/My dear Father,

I am sorry I could not write to you for such a long time. But there is nothing to worry about me. I was only busy with my preparations for the final examination. My Practical examinations finished only yesterday. You will be glad to know that I have done excellently well at the Practicals.

Our classes are going on in full swing these days. I am trying my best to finish my course in all subjects well before the examinations. I go to consult my teachers as and when I need their help and guidance. All my teachers are very kind and considerate to me. On the basis of my preparations I feel confident that I would get a first class. The rest depends on my luck and your blessings.

Papa, I am running short of money these days. I have to settle the account of the Hostel. I have also to buy a few books which I need very urgently. Would you be kind enough to send me rupees five hundred more to meet these extra expenses ?

I very much remember Mummy and your younger brother and sister. Kindly convey my regards to Mummy and love to Preeti and Rajat.

With regards to you,

Yours affectionately,
(Sd.) Ramendra

To

Shri P. K. Dubey
3/25, Patel Nagar,
Lucknow

(2) Letter from the father to the son in reply to the above letter.

3/25, Patel Nagar,
Lucknow
January 14, 2012

My dear Ramendra / My dear Son,

Received your letter only yesterday. We are all very glad to learn that you have done so well at the Practical examinations. Our best wishes and blessings are ever with you. Hard and sincere labour never goes waste. Luck also favours those who work hard. Keep on working in the same spirit. You will certainly get a first class.

Your Mummy and Preeti and Rajat also remember you very much, but we didn't write to you because we didn't want to disturb you in your studies. We are all eagerly looking forward to your coming home after the exams.

As desired, I am enclosing herewith a Bank Draft for rupees five hundred. Don't hesitate to write if you need more money.

Your Mummy sends you her blessings, and Preeti and Rajat say 'Hello' to you.

With love and blessings,

Yours affectionately,
(Sd.) R. K. Dubey

To

Shri Ramendra Dubey,
Room No. 41,
A. N. Jha Hostel,
Allahabad University,
Allahabad

(3) Letter of Greetings to a friend on New Year's Day

25, Saket
Lucknow
January 1, 2012

My dear friend Deepander,

Please accept my warmest greetings and felicitations on the New Year's Day. May the New Year bring you all the success, happiness, progress and prosperity you have ever aspired to achieve! May God fulfil all your wishes, ambitions, dreams and aspirations in the New Year ! May lock favour you in every walk of life and shower upon you the choicest boons and blessings every day in the New Year.

With best wishes once again,

Yours sincerely,
(Sd.) Lalit Kumar Saxena

To
Shir Deepander Roy,
2/46, Sarkar Enclave,
Kolkata

(4) Reply to the above letter of greetings

2/46, Sarkar Enclave,
Kolkata
5th January, 2012

My dear Lalit,

I am really very grateful to you for your New Year Greetings. I highly value your sentiments expressed for me and reciprocate the same to you most sincerely and earnestly. I pray to God to bless you with every boon and blessing man can ever aspire for. May you and your family progress and prosper and enjoy the best of health and happiness every day and all days of the New Year !

Kindly remember me to your parents and convey my best regards to them.

Wishing you all the best once again,

Yours affectionately,
(Sd.) Deepander Roy

To
Shri Lalit Kumar Saxena
25, Saket,
Lucknow

(5) Letter of Congratulations from one's elder brother

18, Civil Lines,
Agra
June 5, 2012

My dear Rajesh,

I was extremely delighted to find your Roll Number and name in the list of successful candidates selected for admission to M. B.B.S. course in Uttar Pradesh. The result was published in 'The Hindustan Times' yesterday. I convey to you my heartiest congratulations and blessings for your brilliant success.

I know your success is well deserved. This success has not come by chance. You laboured very hard for it. Your sincere and hard labour have been justly rewarded. I just repeat what I have told you so often that hard labour and sincere efforts never go waste. Remember this for yet more brilliant success in the career of your life.

Now you have a long and brilliant career before you. Make all efforts sincerely and earnestly in the pursuit of your studies and even thereafter to shine out with extra-brilliance in the medical profession.

My best wishes are ever with you.

Yours affectionately,
(Sd.) R. K. Dewan

To
Shri Rajesh Kumar Dewan,
25, Kacheri Road,
Aligarh

(6) Reply to the above letter

25, Kacheri Road,
Aligarh
10th June, 2012

My dear brother,

I was so glad to receive your affectionate congratulatory letter. My success is largely due to your encouragement and help. If you had not given me full financial support so liberally, I would not have been able to devote myself to my studies without any kind of worry or botheration. I assure you I shall pursue my studies with the same zeal and zest.

I shall spare no pains to maintain my academic record and to improve it further. I shall never betray your trust and confidence you have reposed in me.

Kindly convey my warmest regards to Bhabhiji and love to Raju and Lovely.

With my warm personal regards,

Yours affectionately,
(Sd.) Rajesh Kumar Dewan

To
Shri R. K. Dewan
18, Civil Lines,
Agra,

(7) Letter of Sympathy

2/42, Civil Lines
Lucknow
June 22, 2012

My dear Ravi,

I was so shocked to learn from your brother this morning that you have sustained a fracture on the knee-cap of your right leg in a train derailment. I am told that plaster has been applied on the injured leg. As a result you cannot move out from your bed. This is indeed a great ordeal, specially

for an active person like you. I express my heart-felt sympathies for you and I pray to God for your early recovery. My parents join with me in sending their sympathies to you and wishing your a very speedy recovery.

My dear friend, have courage and patience to put up with this situation with fortitude. Also pray to God and have full faith in His justice and mercy, for anything could have happened in a train accident like this. We must all be thankful to the Almighty for His mercy.

Kindly convey my regards to your parents.

With best wishes,

Yours sincerely,
Ramendra

To
Shri Ravi Shanker Mathur,
37, Swaroop Nagar
Kanpur.

(8) Reply to the above

37, Swaroop Nagar,
Kanpur
June 27, 2012

My dear friend Ramendra,

I heartily thank you for your kind and affectionate letter. Letters of sympathy and good wishes from my dear friends like you give so much of support and moral courage. By God's mercy and good wishes of my friends, my fracture is simple. Doctors hope that I shall recover completely in about three months.

However, confined to bed as I am, I feel very lonely and helpless. Time seems to creep very slowly. Whenever you happen to come to this side, please do come to me and stay with me for a day or two. Your company would give me much consolation and moral support.

Please convey my regards to your parents.

Thanking you once again,

Yours sincerely,
Ravi

To
Shri Ramendra Singh Chauhan,
2/42, Civil Lines,
Lucknow

(9) Letter of Condolences

3/9, H. A. L. Colony,
Bhopal
Nov. 23, 2011

My dear Rakesh,

I was deeply grieved to learn of your revered father's sudden demise last week. One can easily realise what an irreparable loss and void the death of one's father causes in one's life and family. But God's will is supreme, and one has to accept it with courage, fortitude and equanimity. I send

you my heart-felt condolences and pray to God to give you strength enough to bear this great family tragedy with courage and faith in God. I also pray to God to grant peace to the departed soul. My parents join with me in sending their condolences to you and your family.

Sharing your grief,

Yours sincerely,
Trimohan

To
Shri Rakesh Kumar Jain
35, Ashok Nagar,
Gwalior

(10) Reply to the above

35, Ashok Nagar,
Gwalior
Nov. 27, 2011

My dear Trimohan,

I received your letter of condolences yesterday. My father's death was a terrible blow to the whole family, but there was no way out against God's will. However, your letter gave me much comfort and consolation. I must express my gratitude to you and your parents for the same.

Thanking you,

Yours sincerely,
Rakesh

To
Shri Trimohan Verma
3/9, H. A. L. Colony,
Bhopal

(11) Letter of Invitation

2A/5, Shanti Kunj
Dehradun
5th September, 2011

My dear Rajan,

I am glad to inform you that the marriage of my elder brother has been fixed to be held on the 15th of October, 2011. Our formal letter of invitation will reach you in due course of time. But I am writing this personal letter well in advance so that you may get sufficient time to take leave and arrange for train reservation. I shall not accept any excuse; you have got to come. I need not add that your presence would add so much to my joy and happiness on this auspicious occasion.

I do hope you will give me the pleasure of your company.

With best wishes to you and personal regards to your parents.

Yours affectionately,
Shyam Sunder

To
Shri Rajendra Kumar Saxena
3/21 A, Indra Bhavan,
Chawk, Allahabad

(12) Affirmative reply to the above

3/21 A, Indra Bhavan,
Chawk, Allahabad
10th September, 2011

My dear Shyam,

I was so glad to receive your affectionate letter yesterday, I was delighted to learn that you elder brother is getting married next month. I will certainly make it a point to attend his marriage ceremony. I am going to apply for leave from my office very soon, and I believe there will be no difficulty in getting my train reservation. I shall give you the details of my journey after getting my reservation.

I need not say that I shall be intensely happy to be in your company for a couple of days. I'll certainly not miss this happy chance.

Kindly convey my warmest personal regards to your parents, and my heartiest congratulations to your brother in advance.

Yours affectionately,
Rajan

To

Shri Shyam Sunder Sharma,
2A/5, Shanti Kunj,
Dehradun

(13) Negative reply to the above

35, Alok Nagar
Tilak Road
Kanpur
12th September, 2011

My dear Shyam,

I was so delighted to receive your affectionate letter. It gave me great pleasure to learn that the marriage of your elder brother takes place on the 15th of October. I am grateful to you for remembering me and inviting me so affectionately to attend this marriage ceremony. I should have been extremely happy to attend this marriage and meet you on such a happy occasion after such a long time. But, as you know, I am preparing for Indian Administrative Services examination, and by chance the said exams begin from the 10th of October. In fact, I have a Paper on the 15th October itself. This prevents me from attending your brother's marriage and sharing your joy and happiness. I hope you will realize my difficulty and pardon me for my inability to have the pleasure of your company. However, as soon as I am free from the exams, I'll come to you and stay with you for a couple of days.

Kindly convey my felicitations, my congratulations, and my best wishes to your brother and his bride. Also please convey my regards to your parents.

With best wishes,

Yours affectionately,
Rahul

To

Shri Shyam Sunder Sharma
2A/5, Shanti Kunj,
Dehradun

Models of Matrimonial Letters, Invitations, Bio-Data and Advertisements

(1) Model of Wedding Invitation

Mr. & Mrs. Madan Lal Ashish most cordially solicit the pleasure of your company on the auspicious occasion of the marriage of their grand-daughter.

Pratibha

(Daughter of Mr. & Mrs. Shyam Lal Ashish)

With

Rajesh

(Son of Mr. & Mrs. Shyam Bihari Nagore)

On the 15th of December, 2011 at Hotel Avadh, Lucknow, as per programme given below.

Your gracious presence would add immensely to the gaiety and grandeur of the ceremony.

R.S.V.P.

Kundan
Preeti & Praphulla
2/37, Ashok Marg.
Lucknow

With best compliments from :

Rajvir Ashish, Pranav Ashish,
Divya Ashish
&
The whole Ashish family

PROGRAMME

Monday, December 15, 2011

Reception of Barat	7 p. m.
Dinner	8 p. m.
Wedding	10 p. m.

Tuesday, December 16, 2011

Vida or Doli	7 a. m.
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Vennue

Hotel Avadh, Lucknow

(2) Another Model of Wedding Invitation

Manisha

(Granddaughter of Mr. & Mrs. S. K. Kohli
Daughter of Mr. and Mrs. R. S. Kohli)

Weds

Rajesh

(Grandson of Mr. & Mrs. P. K. Dhawan
Son of Mr. & Mrs. R. K. Dhawan)

On November 12, 2011 at Hotel Clarkes, AGRA

You are most cordially invited with your family to grace this happy and auspicious occasion with your presence. We earnestly seek the favour of your blessings on the young couple embarking on their life's journey.

R.S.V.P.

Sarvesh, Nalini
&
Saurabh
52, M. G. Road,
AGRA

With best compliments from :

Sushil K. & Savita Kohli
Rajesh K. & Ragini Kohli

PROGRAMME**Monday, 12th November, 2011**

Receptio of Barat	7 p. m.
Dinner	8 p. m.
Wedding	10 p. m.

Tuesday, 13th November, 2011

Vida	7 a. m.
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Venue

Hotel Clarkes, AGRA

(3) Traditional Model of Wedding Invitation

Dated

Dear,

We feel immensely glad to write to you that by the grace of God and blessings and good wishes of our near and dear ones like you, the marriage of our son, Sushant, has been fixed for the 24th of April, 2012 with Kumari Sukanta, daughter of Shrimati and Shriman Jagdambika Prasad of Jaipur. You are most cordially and earnestly invited and requested to grace this happy and auspicious occasion with your gracious presence along with your family and shower your blessings on the newly wedded couple. We earnestly feel that your presence would add immensely to the glamour and gaiety of the ceremony. We request you most emphatically to make it convenient to join with us in our joy and happiness.

The detailed programme is given below.

R.S.V.P.

Dr. Naresh Pareek
Dr. Brijesh Pareek
Mrs. Sudha Pareek
Mrs. Chandra Pareek
2/25, Prashant Nagar,
M. G. Road, AJMER
Tel : 352798

Sincerely yours,

Ram Naresh Pareek
(Mrs.) Shushma Pareek

PROGRAMME

Tuesday, 24th April, 2012

Departure of Barat : by bus at 6 a. m. from our residence

Reception of Barat : at 8 p. m. at the Bride's residence,
25, Subhash Nagar, Ajmer

Wednesday, 25th April, 2012

Vida : 6 a. m.

Thursday, 26th April, 2012

Dinner : at our residence—5 p. m. onwards

(4) Matrimonial Advertisements : Models

1. Alliance invited for a ver attractive, fair-complexioned, Post-graduate, 25/158 cms. Agrawal girl of high status family from a well-settled, vegetarian, teetotaller, professional boy from high status family. Early and decent marriage. Please reply with full bio-data to Box 3587, Hindustan Times, New Delhi.
2. Compatible match well-settled in Civil/Professional services from highly educated and respectable family for a very beautiful, fair-complexioned, highly cultured, convent educated, M. A., M.B.A. girl, 26 / 156 cms., of high status Jain family. Early decent marriage. Please reply to Box 3926. Times of India, New Delhi.
3. Wanted suitable match from industrialist, business family of high status with decent living for a slim, sharp-featured, fair-complexioned, charming, convent-educated, 23/164 cms. girl. Only daughter of an industrialist, status Khatri family. Please correspond to Box 3468-CD. Hindustan Times, New Delhi.
4. Correspondence invited from U. S. A.-based professional for beautiful, attractive, vegetarian, computer consultant, U. S. citizen, 25/162 cms. Panjabi girl. Please send full bio-data to Box 3652 CF, Nav Bharat Times, New Delhi.
5. Matrimonial correspondene invited from USA-based professional for a divorcee Khatri girl, 34/158, looking much younger, charming, convent-educated, MS, American citizenship. Early marriage. Box 1538, Times of India, New Delhi.
6. Alliance invited for beautiful, fair, smart, 30/160 cms. Panjabi girl working in USA on H1 Visa as an expert in Oriental Fashion Designing, \$ 60,000 plus perks, from highly educated and very well placed boy in U. S. Caste no bar. Early marriage. Box 3518 CA Hindustan Times, New Delhi.
7. Alliance invited from charming, extermely beautiful, slim, smart, positive-thinking girl for well-settled Punjabi widower, 35/75, handsome, fair-complexioned, having his own multinational industrial establishment, income in millions. No demands, no bars. Issueless widows, divorcees also acceptale. Respond to Box 3568 OS, Times of India, New Delhi.
8. Reputed affluent Kayastha family seeks alliance for their only son, handsome, fair complexion, tall, teetotaller, non-smoker. Girl should be very beautiful, cultured and refined. Girl's merits only consideration. No demands. Write to Box 5039 HT, Nav Bharat Times, New Delhi.
9. Renowned industrialist family, Bombay-based, invites correspondence for matrimonial alliance for their only son, handsome, smart, dashing spirit, own income in seven figures, 30/176 cms. Parents of equal status of a girl, smart, beautiful, convent-educated may correspond to Box 9735 HP, Hindustan Times, New Delhi.
10. Beautiful, fair, slim, Doctor, Engineer, M. C. A., M. B. A. match for a Brahmin boy. 28/180, M. Tech., employed in multinational firm, drawing salary in six figures. No demands. Girl's merits only consideration. Write to Box 7389 CA Hindustan Times, New Delhi.

Model Proforma for Bio-Data For Matrimonial Purposes

Name	:	Full name of Boy or Girl
Age and Date of Birth	:
Personality	:	
Height		In Centimeters.
Complexion		Very fair / Fair / Wheatish / Dark.
Features		For Girls —Beautiful, charming, attractive, graceful, refined, sophisticated, sharp-featured. For Boys —Handsom, Fair, Healthy, Impressive.
Culture and Temperament	:	
Nature		For Girls —Gentle and submissive, tolerant and accommodating, adaptable to new conditions. For Boys —Free and frank, bold and dashing, tolerant and accommodating.
Refinement		For Girls —Highly refined and cultured, soft spoken, can move and adjust in high society. For Boys —Smart and well-dressed, cultured and Polished.
Temperament		For both boys and girls —Cool, cheerful, positive-thinking, composed and peaceful.
Hobbies		For Girls —Singing, dancing, knitting, embroidery, painting, cooking, fashion-designing, interior decoration, car-driving, etc. For Boys —Games, sports, horse-riding, travelling and sight-seeing, photography, gardening, etc.
Educational Qualification	:	Details of education, Degrees, Diplomas, Distinctions, Specialization, Practical training, etc.
Occupation	:	Details of occupation/Profession, positions held in the past, holding at present, and future prospects and aspirations. Present salary and nature of work. (This is applicable to both boys and girls in jobs.)
Family Background	:	Family background Father : Mother : Brothers : Sisters : Uncles : (a) Paternal : (b) Maternal :
Preferences	:	Preferences, if any, in the choice of the bride or the bridegroom, such as Professional or Business, Girl employed or housewife, Doctor / Engineer / C. A. etc.
Standard of Marriage	:	Decent; simple but decent; no demands; no dowery; no avoidable pomp or show.
Address for Correspondence	:	Full address with Telephone Number

Business Letters

(1) Letter of Enquiry about some Goods

From

The Principal,
Agra College, Agra,
No. 357/Games/2011

Dated
30th Sept., 2011

To

M/s Davico,
Sports Goods Suppliers,
M. G. Road, AGRA

Dear Sirs,

I shall be thankful to you if you could kindly let me know within a fortnight whether you can supply the following items of games and sports from your ready stock. If so, kindly quote your rates along with the brands available with you for immediate supply.

1. Cricket Bats, 2 dozen
2. Cricket balls, 6 dozen
3. Hockey sticks, 4 dozen
4. Foot-balls, 2 dozen
5. Volley-balls, 2 dozen
6. Badminton cocks, 6 dozen

If your quotations reach me within a fortnight and if they are approved by our Sports Committee, I shall place an order with you for immediate supply of the goods.

Yours faithfully,
Sd. X Y Z
Principal

(2) Placing an order for Goods

From

The Registrar,
Agra University, Agra
No. 615/Misc/Lib-2012

Dated
March 20, 2012

To

M/s Doaba Book House,
Ansari Road, New Delhi

Subject — Order for Library Books

Dear Sirs,

The Library Committee of the University has considered and approved at its meeting held on March 18, 2012 your price list together with the rate of discount as quoted by you. You are now requested to supply all the books as given in our list within a fortnight and send the Bill to me.

Please see that the supply is in conformity with your terms and conditions and there is no delay on your part. Please also see that the latest editions of the books are supplied to us.

I assure you of prompt payment of the Bill after its verification by the Librarian of the University.

Yours faithfully,
Sd. X Y Z
Registrar

(3) Letter regarding settlement of accounts

From

The Modern Scientific Instruments Company Ltd.
Daryaganj,
New Delhi
No. 302/Inst./2011

Dated
15.10.2011

To

The Registrar,
University of Allahabad,
Allahabad

Subject : Settlement of Accounts

Dear Sir,

We supplied some scientific instruments to your University in compliance of your order dated 10. 2. 2011. The total Bill came to ₹ 2,63,850, out of which the University has already paid us ₹ 1,50,000. The balance of ₹ 1,13,850 has been pending for payment for over six months now.

I would request you kindly to take early steps to make the payment of the balance of the Bill and settle the account finally.

Thanking you,

Yours faithfully,
Sd. X Y Z
For
Scientific Instruments
Co. Ltd.

(4) Letter for asking for overdue payment

From

Messrs A. Rahman & Co.
7, Taj Road,
Agra
No. 201/payment/2010-11

Dated
15. 1. 2012

To

M/s Abdul Gani & Co.
Rakab Ganj,
Bareilly

Subject : Reminder for overdue payment

Dear Sirs,

I beg to remind you once again that the payment of our Bill dated 1.4.2011 still remains unpaid in spite of our three reminders. Please note that this is our final reminder. If we do not receive the payment within a fortnight, we shall be left with no option except taking legal action.

We hope you would kindly make the payment in time and not force us to take legal action against you.

Thanking you,

Yours faithfully,
Sd. XYZ
For
A. Rahman & Co.

(5) Reply to the above

From

M/s Abdul Gani & Co.
Rakab Ganj,
Bareilly
No. 281/ACC/2011-12

Dated
20.1.2012

To

Messrs A. Rahman & Co.
7, Taj Road,
Agra

Dear Sirs,

We are in receipt of your letter dated 15.1.2012. We are sorry that the payment of your Bill has been delayed. Our firm had fallen into a financial crisis, from which it is now gradually recovering.

We would request you to allow us a month's time more for the payment of your Bill. We assure you we shall take all steps to make your payment on priority basis.

Regretting the inconvenience caused to you.

Yours faithfully,
Sd. X Y Z
For
M/s Abdul Gani & Co.

(6) Letter of Claim for damages

From

M/s Raj Furniture Pvt. Ltd.
Cannaught Place,
New Delhi
No. 81/Claim—F/2012

Dated
15.4.2012

To

The Claims Officer,
Northern Railway,
New Delhi

Subject : Claim for Damages

Dear Sir,

A large consignment of many items of school furniture was booked by us from Haldwani by Northern Railway. When the consignment reached here and we went to take delivery of the same, we found a large number of chairs and tables completely broken or damaged. This damage was evidently caused by mishandling of the same by the coolies while loading and unloading the items. The responsibility of damages rests squarely with the Railway staff. Their carelessness and mishandling have damaged furniture worth ₹ 15,000.

Therefore I lodge herewith my claim for damages worth ₹ 15,000. We request you to make an early enquiry into the matter and pass our claim for ₹ 15000 for early payment.

Thanking you,

Yours faithfully,

Sd. X Y Z

For

Raj Furniture Pvt. Ltd.

Applications

Applications for a post can be written in two forms—

- (1) Running or narrative form
- (2) Tabular form or on the prescribed proforma.

We give below an example of each form :

(1) Application for the Post of a Lecturer

To

The Principal,
St. Lawrence College,
Kolkata

Sir,

With reference to your advertisement No. 3F/Lec/12, dated 5.2.2012, published in **The Times of India** for the post of a lecturer in English for your College, I beg to offer my candidature for the same.

With regard to my educational qualifications, I beg to submit that I passed M. A. in English from Calcutta University in 1999 and obtained First division. Subsequently I obtained the Degree of Ph. D. in English in 2002. The topic of my research was 'Shakespeare's Historical Plays'. My examiners spoke highly of my thesis. In my earlier educational career also, I obtained First division in all examinations from High School to B. A.

Regarding my teaching experience, I would submit that I have been working as a Lecturer in English in Allahabad University since September 2002 on a temporary basis. Thus I have an experience of teaching Degree classes for nearly two sessions in a reputed university. It is natural that I should seek an appointment on a permanent basis as advertised for your College.

I would assure you that if an opportunity is given to me to serve in your College, I would discharge my duties to my utmost ability and sincerity and spare no efforts to give entire satisfaction to you and to my students.

Thanking you, Sir,

Dated : 10.5.2012

Yours faithfully,

R. D. Pirohit

2/41, M. G. Road

Patna

Enclosures

1. Photo Copies of all certificates Degrees and Marksheet
2. Copy of experience certificate
3. Copy of High School certificate for verification of age.

(2) Application for the above post in Tabular Form

To
The Principal,
St. Lawrence College,
Kolkata
Sir,

With reference to your advertisement for the post of a lecturer in English, I beg to apply for the same. I give hereunder the details of my bio-data for favour of your consideration.

1. **Name of the Applicant** : R. D. Pirohit
2. **Father's Name** : Shir S. K. Pirohit
3. **Postal Address** : 2/41, M. G. Road, Patna
4. **Date of Birth** : 30. 8. 1982

5. **Educational Qualifications—**

Exams. Passed	Board / University	Year of Passing	Division	Percentage of Marks
High School	U. P. Board	1996	I	69%
Intermediate	U. P. Board	1998	I	67%
B. A.	Allahabad University	2000	I	63%
M. A. (Eng.)	Patna University	2002	I	65%
Ph.D. (Eng.)	Allahabad University	2007	'Shakespeare's Historical Plays'	

6. **Teaching Experience** : Taught degree Classes for two sessions in Allahabad University on a Temporary basis.
7. **Enclosures** : (i) Copies of all certificates, Degrees and Marksheets
(ii) Copy of Teaching experience certificate.
(iii) Copy of High School certificate for verification of age.
8. **Address for Correspondence:** 2/41, M. G. Road, Patna, Tel : 385793

Dated : 10 . 5. 2009

Yours faithfully,
Signature
R. D. P.

(3) Call for Interview

An Institution or Industrial House or a Government Department or any appointing authority has to send letters to the applicants calling them for interview. The call for interview may be sent according to the following format :

Address :

Dated :

Dear Sir,

With reference to your application for the post of Junior Engineer, you are required to appear for an interview before the Interview Board in the Chief Engineer's Office on Monday, the 12th of July, 2012 at 10 a. m. Please bring all your certificates and other relevant documents in the original for verification.

Please note that no T. A. or D. A. will be paid to you for appearing at the interview.

Yours faithfully,

R. C. Dwivedi

For

The Chief Engineer

P. W. D. Kanpur

(4) Joining Report

To

Dated : 28 . 7. 2012

The Principal,

D. A. V. College,

Bhopal

Sir,

With reference to your letter of appointment No. Eng/II-2012, dated 25.7.2012, I have the honour to submit that I have joined my duties as Lecturer in English at your College with effect from the forenoon of 28.7.2012. This may kindly be entered in the records of the College.

Thanking you, Sir,

Yours faithfully,

R. K. Nigam,

3/5 (1), Nehru Nagar

Bhopal

(5) Application for Casual Leave

To

The Principal,
St. John's College,
Jaipur,

Sir,

I beg to submit that I have received a telephonic call from my father to meet him today at Ajmer for an urgent piece of work. Therefore, I am going to meet him and will return from there by tomorrow evening.

Therefore, I request you kindly to grant me casual leave for two days, *i.e.*, for 5th & 6th of July, 2012 and oblige.

Dated : 5.7.2012

Yours faithfully,
P. K. Dua,
Lecturer in English,
St. John's College,
Jaipur

(6) Application for Medical Leave

To

The Divisional Manager,
L. I. C. of India,
M. G. Road, Meerut

Sir,

I regret to write that I am laid up with high fever. My family doctor has diagnosed it to be typhoid fever. He has advised me to take leave for seven days for treatment and rest.

Therefore, I request you kindly to grant me Medical leave for seven days with effect from the 7th June to 13th June, 2012.

The Medical Certificate is enclosed herewith.

Thanking you, Sir,

Dated : 7.6.2012

Yours faithfully,
R. N. Tripathi
Accountant

Encl.

Medical Certificate
