

LETTER WRITING-i

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Letter Writing

- What is a letter ?
- Why do we write a letter ?

- There are two types of letters:
- Formal and Informal

Formal and Official

- Business letters
- Govt. Offices-complaint / information
- Editors of Newspapers
- Educational Institutions


- Informal – Personal letters
- Letters to relatives
- Letters to friends
(Regarding invitations / congratulations /
condolence / request / thanks giving)

Formal Letters

- Why do we write Formal Letters and Informal Letters ?

Format of a Formal Letter


- | | | |
|----|---------------------------|---|
| 1. | Sender's Address | #163, East Complex
Sector-26,
Chandigarh |
| 2. | Receiver's Address | The Editor
The Tribune
Chandigarh |
| 3. | Date | 6 th July, 2009 |
| 4. | The Salutation (greeting) | Dear Sir |
| 5. | Subject | Subject: News item in the Tribune dated 3 rd July, 2009. |
| 6. | The Body of the letter | Please refer to the news items 'Road Blocked' published in your newspaper dated 3 rd July 09, in which some remarks were made against our community. It has deeply hurt our feelings. We are responsible citizens of India and follow the rules and regulations like members of any other community. I hope you understand our sentiments and take suitable action against the reporter who filed that news item. I also wish that your paper apologizes to our community.

Anticipating an early action |
| 7. | Subscription | Yours truly |
| 8. | Signature |  |
| 9. | (Name) | (Wazir Hussain) |

Format of a Traditional Letter

1. Sender's Address From:
#163, East Complex,
Sector-26,
Chandigarh.
2. Date 6th July, 2009.
3. Receiver's Address To
The Editor,
The Tribune,
Chandigarh.
4. Subject Subject: News item in the Tribune dated 3rd July, 2009.
5. The Salutation (greeting) Dear Sir,
6. The Body of the letter

Please refer to the news items 'Road Blocked' published in your Newspaper dated 3rd July 09, in which some remarks were made against our community. It has deeply hurt our feelings. We are responsible citizens of India and follow the rules and regulations like members of any other community. I hope you understand our sentiments and take suitable action against the reporter who filed that news item. I also wish that your paper apologizes to our community.

Anticipating an early action.
7. Subscription Yours truly
8. Signature 
9. (Name) (Wazir Hussain)

The Salutation (greeting):

To Whom	Greeting
Near relatives	Dear Mummy, My dear Dad, Dear Uncle Jack, Dear Grandma, Dear Sonia, etc.
Close friends	Dear Shankar, My dear Lily, etc.
Acquaintances	Dear Mr. Sethi, Dear Miss Jolly, etc.

Suggestive opening sentences

- I am delighted to hear of your success-----
- I am very sorry to tell you-----
- Do you know what has happened to-----
- I was shocked to hear-----
- Today I received your -----

Tips to remember

1. Date:

6th July, 2009

But there are other ways also to write a date

July 10, 2009

10th July, 2009

10 July, 2009

10/7/2009 X

10/7/09 X

10-7-2009 X

10.7.2009 X

Tips to remember

2. Receiver's Address:
- This is not required in personal letters.
 - It is used only in Formal / Official Letters.
 - Do not put any commas after each line of the address.
 - Do not write 'To' before the receiver's address.
 - Do not write 'From' before the sender's address.
 - Official letters are not addressed by the name of the official, but by the designation.

Tips to remember

3. Subject:
 - Used only in Official letters conveying the gist of the letter.

4. Salutation:
 - Informal letters it begins with 'Dear/Dearest'
 - Do not be formal and write full names like 'Dear Mr. Vijay Gupta'.
 - When writing to the father/mother or friend write as given below:
 - Dear Father/Mother/Friend (Name of friend).
 - In Official letters write 'Sir or Madam' but if know them personally, you can write 'Dear Mr. Gupta'.

Tips to remember

5. Body of the letter:
 - Be very short and precise in business letters as they have no time for unnecessary details.

6. Subscription:
 - **Official letters-** Yours truly
Yours faithfully
 - But if you have written 'Dear Mr. Gupta' in the salutation, it should be 'Yours sincerely'
 - **Personal letters-** Yours lovingly
Yours affectionately
Or
Affectionately yours.
Lovingly yours.
 - Do not put apostrophic (') after 'r' & 'yours'

Tips to remember

5. Signature:

- **Informal letters-** Yours faithfully

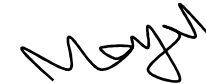


(Manjit Kaur)

Lecturer English

- **Personal letters-**

Yours affectionately



Dear Madam

- I have been shown in the files of the War Department a statement of the Adjutant General of Massachusetts that you are the mother of five sons who have died gloriously on the field of battle. I feel how weak and fruitless must be any words of mine which should attempt to beguile you from the grief of a loss so overwhelming.
- But I cannot refrain from tendering to you the consolation that may be found in the thanks of the Republic they died to save. I pray that our Heavenly Father may assuage the anguish of your bereavement and leave you only the cherished memory of the loved and lost, and the solemn pride that must be yours to have laid so costly a sacrifice upon the altar of freedom.

Yours sincerely
Abraham Lincoln

Marks of letter

Letter	Marks	Application	Marks
Address and date	1	Address	1
The salutation	1/2	The beginning	1/2
Body of the letter	6	The salutation	1
Subscription	1	The body of the application	6
Name of writer	1/2	Subscription	1
Address of addressee	1	Name of writer	1/2
Total	10	Total	10

Thanks