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## LETTER WRITING

Letters are an important form of written communication. They are written to express our ideas, information, message, request, order, complaint, opinion etc., to others. In spite of smart phones, SMS, E mails, Whats App and other social media that are available to everyone, letters still have a major use and importance in our society. So the students should develop letter writing skills.

**Types of letters** Letters are of two types. They are:

1. Formal letters
2. Informal letters

**Formal letters** These are written in formal and decent language and follow certain rules with a stipulated format. These are also called official letters. These are written to officials and business associates. These include official letters, business letters, letters of application, letters to editors of newspapers, letters of complaints and others.

**Informal Letters** These are also called personal letters. These are written to friends, relatives and members of our family.

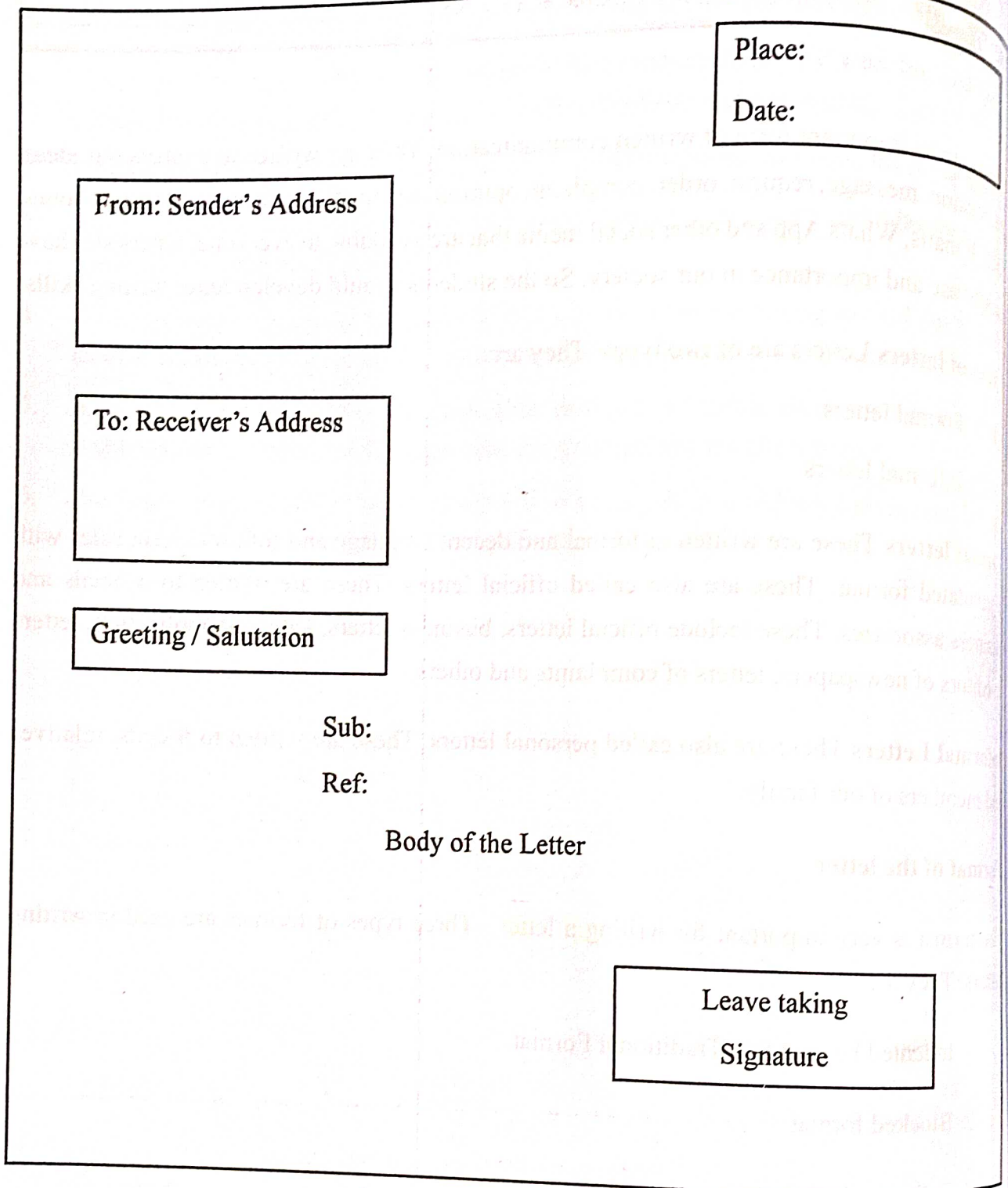
### Format of the letter

The format is very important for writing a letter. Three types of formats are used in writing letters. They are:

1. Indented Format (or) Traditional Format
2. Blocked format
3. Fully blocked format

**Indented Format** It is also called the traditional format. The structure of the different parts of the letter in this format is as follows:

Indented Format [Traditional Format]



In the traditional format, From address and To address start from the left margin, whereas date, leave taking and signature are towards the right margin. The subject line and the body of the letter start five spaces from the left margin. Punctuation marks are used in From address, To address, at the end of salutation and at the end of complimentary close [leave taking].

Blocked Format

Sender's Address

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Receiver's Address

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Salutation

Subject:

Body of the Letter [content]

Closing [Leave taking]

Signature

Date: \_\_\_\_\_

In the blocked format, everything starts from the left margin, except the date which is towards the right margin. Punctuation marks are omitted except in the body of the letter.

Fully Blocked Format

Sender's Address

17-5, Nagarjuna Nagar

Vijayawada

Date: 10 March 2019

Receiver's Address

The Editor

The Times of India

Vijayawada.

Subject:

- Body of the letter:
1. Introduction
  2. Main Content
  3. Conclusion

Thanking you

Yours sincerely / faithfully/truly

Signature

(Name)

In the fully blocked format, everything including the date starts from the left margin. Punctuation marks are omitted except in the body of the letter.

**Note** Any one of the three formats can be used in writing a letter. At present, the fully blocked format is followed for formal and informal letters.

**Parts of a letter** A letter either formal or informal consists of five parts. They are :

1. Heading
2. Greeting (or) Salutation
3. Body of the letter
4. Subscription
5. Superscription

**Heading** It consists of three parts. They are:

1. Sender's address
2. Date
3. Receiver's address

**Examples of heading are**

**Sender's Address**

6-9, Balaji Colony,  
Tirupati.

**Date** The date should be written in full. For example

10 March 2019

March 10, 2019

You should avoid writing as follows:

10<sup>th</sup> March, 2019,

10-3-2019

10/3/2019

**Receiver's Address**

It should include name, position and address of the person to whom the letter is addressed.

The Editor

The Hindu

Vijayawada

The Principal

Govt. Junior College (Girls)

Pakala, Chittoor (Dt.)

**Note** Receiver's address is not required for informal letters.

**Greeting [Salutation]** You can write any one of the following.

**In official letters**

Sir

Madam

Sir/Madam [If you are not sure whether the person is a man or a woman].

**In business letter**

Dear Sir

Dear Madam

Dear Sir/Madam

## Study and Communication Skills

### In informal letters

#### To blood relations

My dear father

My dear mother

My dear sister / Sujatha

#### To friends

Dear Tulasi

My Dear Hari

### Subject

In formal letters, the subject should be mentioned. It should not be too long. You should only let the reader know the purpose of your letter.

- Example**
1. Request for two days leave.
  2. Information regarding spoken English course.
  3. Remedy for pot holes on the roads.

**Reference** It is required to mention for the letters of job application, letters in response to the advertisements and official communication purpose.

**For example 1.** The advertisement for the post of Sub-Editors in The Hindu dated on 10-03-2019.

2. Proceedings of the Collector, Chittoor, Rc. No. 275/A dated on 10-04-2019.

**Note** Mentioning of Subject and Reference, is not required for informal letters.

**Body of the letter** It is the content of the letter. It should be divided into three paragraphs as follows.

1. **Beginning** - Introduce yourself and the purpose of writing the letter in brief.
2. **Main Content** - Give details of the matter.
3. **Ending** - Conclude by mentioning what you expect

[For Example, a solution to your problem, to highlight an issue in the newspaper etc.,]

Ending

Formal letters:

Thanking you

Thanking you sir

Hoping to be favoured with an early reply.

Informal letters:

With best wishes

With love

With kind regards

Convey my best regards to your parents

Convey my profound regards to my Mummy.

**Subscription** It is called leave taking. A letter should not be ended abruptly as this would look rude. So certain forms of polite leave taking (complimentary close) are used.

To officials / Businessman: Yours faithfully

To Principal / Headmaster / Teacher etc.,: Yours obediently

To Strangers: Yours truly

To Blood relations: Yours lovingly / Yours affectionately

To Friends: Yours sincerely / Yours lovingly

**Note** Never use an apostrophe (') with 'yours' in the subscription.

Signature of the writer should be made below the subscription.

**Superscription** It is called address on the envelope. It is written very clearly with a pin code.

**Note** It is not required for formal letters as it is written under the receiver's address.

## Model Letters

### Formal letters

1. Write a letter to your class teacher requesting him/her to grant you leave for three days

P. Divya

II M.P.C

Roll No. 15

Govt. Junior College [Girls]

Pakala

10 June 2019

The Class Teacher

II MPC Class

Govt. Junior College [Girls]

Pakala

Sir

Sub: Request for three days leave to make arrangements for my sister's marriage-submitted-Reg.

\* \* \* \* \*

I am a student of II M.P.C in Govt. Junior College [Girls], Pakala. My Roll Number is 15. My sister's marriage will be held at T.T.D. Chowltry in Chittoor on 13-06-2019. My presence is needed at home to make arrangements and invite the guests. So I cannot attend the classes regularly.

Hence, I request you to kindly grant me leave for three days from 11-06-2019 to 13-06-2019, for which act of kindness, I would be grateful to you.

Thanking you

Yours faithfully

Divya.



Write a letter to the Principal of your college requesting him/her to issue your transfer, bonafide and conduct certificates.

A. Tirumalesh  
6-17, Gandhi Street  
Visakhapatnam

15 June 2019

The Principal  
Govt. Junior College  
Visakhapatnam

Sir,

Sub: Request for the issue of my transfer, bonafide and conduct certificates-  
Submitted-Reg.

\* \* \* \* \*

I was a student of your college during the academic years 2017-19. My optional subjects were Mathematics, Physics and Chemistry. My roll number was 27. I have passed Intermediate course with 9.5 grade points in IPE March 2019 and I have also secured a good rank in JEE MAINS Examination. I would like to join an Engineering Course in the Engineering College. For that I need to submit transfer, bonafide and conduct certificates in the Engineering College.

Hence, I request you to kindly issue me these certificates at an early date. I have already submitted the No-dues certificate.

Thanking you

Yours faithfully

Tirumalesh

3. Write a letter to the Editor of a local newspaper complaining about the bad condition of roads and drains in your area.

14-5, Ambedkar Colony  
Vijayawada

15 Jan, 2019

The Editor  
The Times of India  
Vijayawada

Sir

Sub: Complaint about bad condition of roads in Ambedkar Colony of  
Vijayawada – Submitted – Reg.

\* \* \* \* \*

I am a resident of Ambedkar colony in Vijayawada and I wish to draw your kind attention towards the bad condition of roads and drains in our area. Day by day the condition of roads is becoming more and more critical and many accidents take place.

The roads are damaged due to the recent rains and the pot holes are formed on the roads. In the city, the drains get damaged and the coverings of the manholes are displaced. These broken drains and uncovered manholes become the cause of the accidents.

Due to bad condition of roads, it is very difficult for travelers to travel during night. The employees and students face problems to go on their destinations. I request you to kindly publish this in your newspaper. So that it will reach to the authorities concerned and the problem can be solved.

Thanking you

Yours faithfully

Signature

(Name)

Write a letter to the chairman of your local municipality, complaining about the poor sanitary conditions and mosquito menace in your locality.

17-461 B2  
Nehru Nagar  
Madanapalle

The Chairman  
Madanapalle Municipality  
Madanapalle

11 March, 2019

Sir

Sub: Complaining about the poor sanitary conditions and mosquito menace in Nehru Nagar area of Madana palle Municipality-Submitted-Reg.

\* \* \* \* \*

I would like to bring the following few lines to your kind notice. I am a resident of Nehru Nagar in Madanapalle Municipality. In our area, sanitary conditions are very poor and garbage is dumped everywhere. The municipal workers are not cleaning the streets and garbage bins daily. Due to this, pedestrians have to actually cover their nose while walking down the roads.

The public toilets also stink and are not cleaned by the sanitation workers every day. This is a major cause of breeding mosquitoes. Contaminated water and waste material are the reason for the diseases such as dengue, diarrhea and others.

For the interest of public health, I request that immediate action be taken against the poor sanitary conditions and to arrest the mosquito menace that has been growing at a shocking rate over the weeks.

Thanking you sir

Yours faithfully

Signature

5. Write a letter to the Manager of your local bus depot, pointing out that there are few buses on your route in the morning and these are invariably late thereby causing inconvenience to many daily passengers.

45, Bharathammita  
Church Street  
Pakala

11 March, 2019

The Depot Manager  
R.T.C. Bus Depot  
Tirupati-2

Sir

Sub: Inadequate Number of Buses in Tirupati-Pakala Route-Request for more number of services-Submitted-Reg.

\* \* \* \* \*

I would like to draw your kind attention, about the difficulties of the passengers in Tirupati-Pakala route. The buses are very inadequate and are invariably late, especially in the peak morning hours.

As you know well, this is the only way of transport for the resident of villages around Pakala. The bus services on this route are inadequate to the population of Pakala. This results in the buses being overcrowded. The situation in the morning is really very pathetic, for it is the peak traffic time. The office goers and the students can be seen lined up for hours at the bus stops, waiting for buses to come which invariably are late. The few buses that do come, are overcrowded. The lady passengers and small kids feel very inconvenient.

In view of the above situation, I request you to kindly monitor the punctuality of the buses in the morning and necessary action may be taken for increasing bus services in Tirupati-Pakala route.

Thanking you Sir

Yours faithfully

Signature

Your cousin is missing from home. Write a letter to the sub-Inspector of Police of your locality, requesting him to trace your cousin. Give all relevant details that may help the police department.

7-9, Subbaiah Colony  
Avilala  
Tirupati

The Sub-Inspector of Police  
Police Station  
M.R. Palle  
Tirupati

10 March, 2019

Sir,

Sub: Missing report of my cousin Aneesh- Request for trace out-Submitted-  
Reg.

\*\*\*\*\*

I am the resident of Avilala, Tirupati Rural. My cousin P. Aneesh son of Sri P.Sankar has not returned home since 8<sup>th</sup> March, 2019. He had gone to attend NEET Coaching class in the evening and not returned. He has been staying with me for the last two years and is a student of II M.P.C in S.V. Junior College, Tirupati.

I have made all enquiries from his friends and relatives but have not been able to locate him. He is lean and slim, 5'ft 5 inches height, and fair in complexion. He was wearing a white shirt and blue jeans. I am enclosing his latest photograph, to help identify him. I would be grateful if you could kindly help me in finding him.

Thanking you Sir

Yours faithfully

Narendra

## Informal Letters

1. Write a letter to your father requesting him to allow you to go on an educational tour with your friends.

12-25, Ashok Nagar  
Mangalagiri

15 June, 2019

My dear father

I am safe here and I hope that you are also safe there. I am studying well and I got 90 % of marks in the last monthly tests and I hope that I can get more than 90% in the coming exams.

I am very happy to inform you that our college is arranging an educational tour to visit Mysore and surrounding places. We will visit Brundavan gardens, some industries and educational institutes there. It is a two day programme. Our college lecturers will also accompany us. All our friends are going on the trip. I am also interested to go on the tour for which I require Rs. 5,000/- for expenses.

Hence, I request you to kindly allow me to go on the tour along with my friends and lecturers and send the amount as early as possible. I am waiting for your reply. Convey my profound regards to Mummy and best wishes to my brother and sister.

With love

Yours lovingly

Signature

Address

P. Krishnamoorthy

17-761/A

Nehru Nagar

Madanapalli

Chittoor dist.

You have witnessed the impact of evaluation through grades, instead of marks in the Board of Intermediate Education exam results. Write a letter to your younger cousin advising him how to deal with the changes.

22-4, Nehru Nagar  
6<sup>th</sup> Lane  
Main Road  
Guntur

16 June, 2019

My dear Udayasri

How are you? How are you studying? I received your letter and noted the contents. I felt very happy for you getting highest marks in your class. As you know, the Board of Intermediate Education has introduced the grading system in the results, instead of marks. It is a very good decision. It avoids tension from the students and removes unhealthy competition.

Now I have found that getting a good grade is not very difficult. If you attend the classes regularly and follow instructions, you can get a good grade. If you get more than 91% of marks, you are awarded 10/10 points in each subject. Based on the average of all subjects, your grading is fixed. There is no doubt that grades bring in several toppers and avoid committing of suicides of students for the sake of ranks.

I find that grades are good and encouraging and appreciate the BIE for introducing it. I suggest you to put in hard work and get quality education without feeling any tension of marks and ranks. Convey my profound regards to your parents and best wishes to your brother.

With love

Yours lovingly

Signature

Address

S. Udayasri  
D/o S. Ramesh  
26-145, Rajeev Nagar  
Visakhapatnam

### Exercise

- 1) You are interested in doing a short term course in Spoken English during your summer vacation. Write a letter to the director, NEO Spoken English and Grammar Institute, Annamaiah circle, Tirupati, enquiring about the terms and conditions for the course.
- 2) Write a letter to the editor of a local daily on acute shortage of water in summer.
- 3) You have been invited to attend your friend's marriage. You are not able to attend the marriage due to personal problems. Write a letter to your friend congratulating him and expressing your inability to attend his marriage.
- 4) Write a letter to your father asking him to send money as you have to buy new books and pay the public examination fee.
- 5) Write a letter to your friend describing the college annual day celebrations conducted recently in your college.
- 6) Write a letter to your local Sub-Inspector of Police on the eve teasing you witnessed when you were going to college and at the bus stop waiting for the bus.
- 7) Write a letter of application in response to the advertisement for the post of Computer Operator in Omkars Computer Institute, 2/10, Brodipet, Guntur.