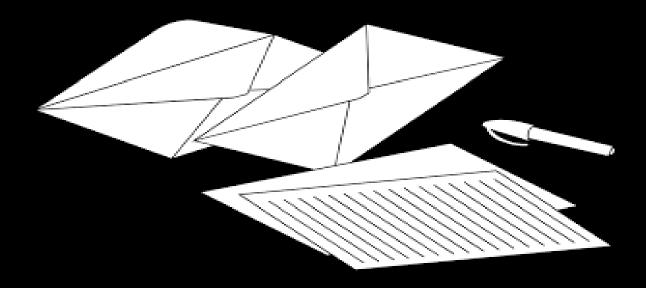
- Name: Smt V.Amulya
- School: AECS, Manuguru
- Subject: English
- Class : VII
- Topíc : Letter Writing (formal g Informal)
- No. of Modules: 2
- Moduleno. : 1/2

Letter Writing



What is a letter?

A letter is a form of written communication from one person to the other in order to convey something.



Kinds of letters

a) Formal Letter/Official letter

2 S.S. Ball y C.



b) Informal Letter/Personal Letter



TO WRITE A Ask your friend how to submit th NCE LETTER and follow any requirements or o A FRIEND Make sure you only agree to write. you can write a positive recomm Xeris Smithe Paul Crowle, Sir. percept + 31 Mighedron Disparet Achigas by Asix (adhis) en outer With me Elevent, 1 Zon Screen hard maples twich.

How are formal and informal letters different?

Formal Letter

- a) A formal letter is written for an official purpose with an objective.
- b) The language is formal.
- c) It has a partícular format whích must be used.
- d) Written on to the point, briefly.
- e) Contractions (can't/don't...), abbreviations, nicknames must not be used.

Informal Letter

- a) An informal letter is written to a friend, relative.
- b) The language can be informal and casual.
- c) Does not have a very rígíd format.
- d) May be long and ínclude many personal matters.
- e) May use contractions (can't/don't....),abbreviations and nicknames.

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Formal Letter OV

Official Letter

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Roll no. 12 VII A A44 & (Kolkata) Shawan colony 17/Jul/2020 The Principal QUELS (Kolkata) Dhawan colony Subject : Leave application Respected sir 9 am Hina of VII & I have to attend my brother's convocation ceremony on 261 Jul 2020 in Ahmedabad So, I request you to kindly grant me leave from 241 July 12020 to 281 July 12020 I promise to complete all my pending work as soon as I retiber. Regards

what is a formal letter?



A formal letter is written for an official purpose. A special /particular format is used to write a formal letter. A formal language is used to write it. The people who receive it do it in an official capacity.

Let's see the format of a formal letter. Formal Letter Format

a) from address	
Leave a líne (LL)	
b) Date of writing the letter	
Leave a líne(LL)	
c) receíver's name / designation ξadd	
LL	
d) Subject	
LL	cont. on the next slíde

e) Salutation
f) body of the letter
•••••••••••••••••••••••••••••••••••••••
LL g) complimentary close
LL h) signature of the sender
í) Name of the sender

	FORMAT OF A FORMAL LETTER
a)	seader's address
lea	ve a line
b)	
	date: dd/mm'yy month in words
lea	ve a line
c)	
	receiver's name / designation & address
lea	ve a line
d)	
	subject
lea	ve a line
e)	salutation
	ve a line
f)	body of the letter
	(begin from here)
	(i) introduction
	(ii) information-purpose
	(iii) summary and conveying gratitude
lea	ve a line
g) (
laa	ve a line
rea	sender's signature
	Schurch 2 Stightenter
h) 	
h) 	ve a line

