

Name : Smt V. Amulya

School : AECS, Manuguru

Subject : English

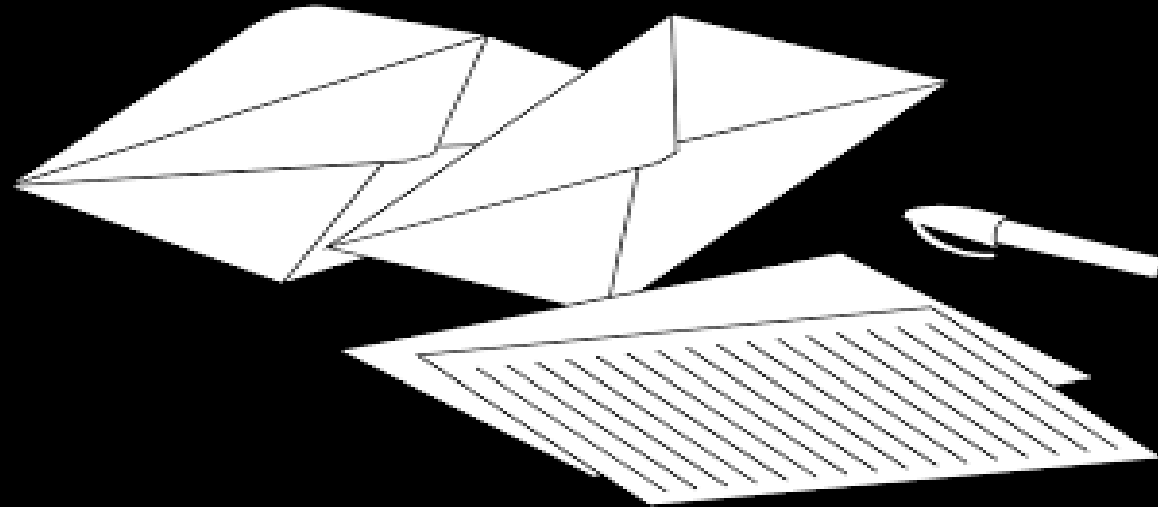
Class : VII

Topic : Letter Writing (formal &
informal)

No. of Modules : 2

Module no. : 1/2

Letter Writing



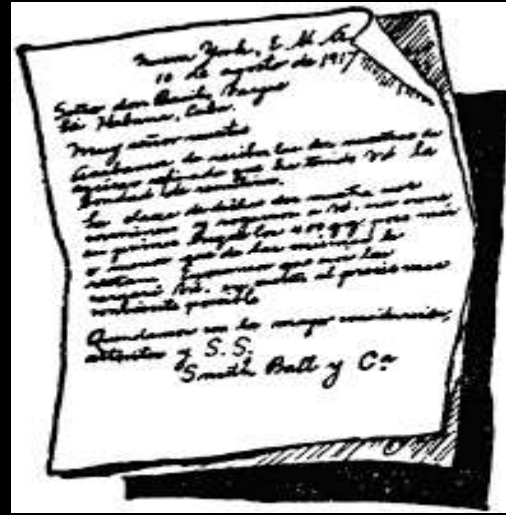
What is a letter?

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

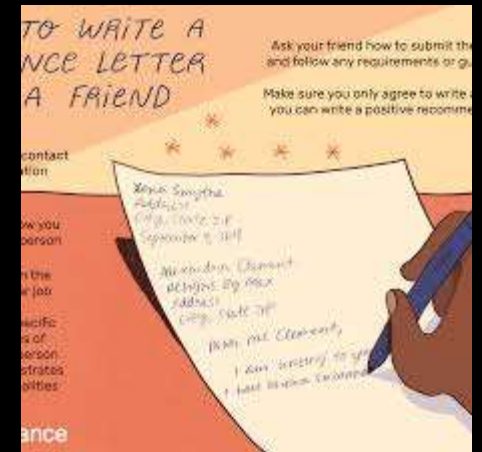


Kinds of letters

a) Formal Letter/Official letter



b) Informal Letter/Personal letter



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 particular format which 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 rigid format.
- d) May be long and include many personal matters.
- e) May use contractions (can't/don't...), abbreviations and nicknames.

Formal Letter OR Official Letter

Mr. Samana
Security head
Ushok Colony
Netaji nagar, Pune
572453

17/July/2020

Mr. Prasad
Door no. 274
Street - 3
Ushok Colony
Netaji nagar, Pune
572453

Subject: Monkey menace in the colony regarding

Respected sir,
For the past few days in our colony, the monkeys have been causing great trouble. There have been attacks on the children leading to injuries. The monkeys come into the house and eat everything available.

I request you to kindly take an action to avoid destruction.

With regards,
Yours truly
Prasad
P

opsara

Roll no: 20
VII A
AECs,
Kolkata

17 July 2020

The Principal
AECs
Kolkata

Subj: Leave letter

Respected sir,
I am Mina of VII A. I have to attend my brother's convocation ceremony in Ahmedabad. I request you to kindly grant me leave for 5 days from 20 July 2020 to 25 July 2020. I promise to complete all my pending work.

Yours truly
Mina
Mina

Roll no. 12
VII A
AECs (Kolkata)
Dhawan colony

17/Jul/2020

The Principal
AECs (Kolkata)
Dhawan colony

Subject: Leave application

Respected sir,
I am Mina of VII A. I have to attend my brother's convocation ceremony on 26/Jul/2020 in Ahmedabad.

So, I request you to kindly grant me leave from 24/July/2020 to 28/July/2020. I promise to complete all my pending work as soon as I return.

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 line (LL)

b) Date of writing the letter

Leave a line (LL)

c) receiver's name / designation & add

LL

d) Subject

LL

cont. on the next slide

e) Salutation

f) body of the letter

.....

.....

.....

.....

LL

g) complimentary close

LL

h) signature of the sender

LL

i) Name of the sender

FORMAT OF A FORMAL LETTER

a) sender's address

leave a line

b) date: dd/mm/yy
month in words

leave a line

c) receiver's name / designation
& address

leave a line

d) subject

leave a line

e) salutation

leave a line

f) body of the letter
(begin from here)
(i) introduction
(ii) information-purpose
(iii) summary and conveying gratitude

leave a line

g) subscription -Yours truly / sincerely

leave a line

h) sender's signature

leave a line

i) sender's name

