

Worksheet: Formal Letter

Module 1 / 2

1. The following is the blank format of a formal letter. The boxes against each letter have been left blank. Fill the boxes with the right entries:

a)	<input type="text"/>						
b)	<input type="text"/>						
c)	<input type="text"/>						
d)	<input type="text"/>						
e)	<input type="text"/>						
f)	<table border="1"><tr><td>a)</td><td><input type="text"/></td></tr><tr><td>b)</td><td><input type="text"/></td></tr><tr><td>c)</td><td><input type="text"/></td></tr></table>	a)	<input type="text"/>	b)	<input type="text"/>	c)	<input type="text"/>
a)	<input type="text"/>						
b)	<input type="text"/>						
c)	<input type="text"/>						
g)	<input type="text"/>						
h)	<input type="text"/>						
i)	<input type="text"/>						

2. You are Aniket of VII C of Anushakti Kendriya Vidyalaya Dehu Road, Bhopal. You require a bonafide certificate from school as you must submit it for participating in an All India Art Competition conducted by the Indian Army for school students. Write a letter to your principal requesting him / her for the above certificate. (word limit-100 to 120)
3. Sumit of Shantinagar, Pune is unhappy with the conditions of roads in his colony. As Sumit draft a letter to the ward member of the Municipality elected from your area highlighting the problem. (word limit 100-120 words).
4. You are Pratima of class VII D of Anushakti Kendriya Vidyalaya RP Colony, Vizag. You could not attend school for a week as you were down with viral fever. Draft a letter to your class teacher informing him/her about it (word limit 100-120 words).