

Formal Letter Writing

Letter writing is an essential skill. Despite the prevalence of emails and text messages, everyone has to write letters at some point. Letters of complaint, job applications, thank you letters, letters requesting changes or – making suggestions – the list goes on and on. Encouraging children to write letters from an early age will improve their communication, social and handwriting skills, and teach them what they need to know about writing and structuring letters.

Children are expected to learn how to write letters, notes and messages. They have to be aware of different styles of writing, the use of formal and informal letters, and to select style and vocabulary appropriate to the intended reader.

There are two types of letter:

- Formal letters
 - Informal letters
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- Written only for official purposes
 - Written to The Editor, The Principal, The Municipal Commissioner, The Secretary of a Society, The Mayor etc.
 - Should be brief and precise.
 - Formal tone and polite expression.
 - Preferably left side of the page.

These are sometimes known as business letters. They are written in a strictly formal style. Such letters are always written on an A4 (8" x 11" sheet of paper. They can be folded three times so that the address to which the letter is being sent can appear in the window of a business envelope. The layout is always the same.

Structure:

- The sender's address is put at the top right-hand side
- Include telephone number and email if available
- The address of the person receiving the letter goes on the left-hand side below the sender's address
- The date
- Greeting – Dear Sir or Madam. You can use the titles Miss, Mrs. or Mr. if you know the name of the person to whom you are writing
- The message
- Complimentary close – Yours faithfully or Yours sincerely
- Signature

- Write name in block letters (this is to ensure that the person receiving the letter knows exactly who has sent it).
- Signatures may not be very clear).

Layout for a formal letter

1.	Writer's Address	A-225, Mayur Vihar Phase 1, Delhi-94
2.	Date	March 25, 2010
3.	Address of the receiver	YZX Technology, C-12, Azad Nagar East, Delhi-18/ The Principal, ABC School, Dhaula Kuan, Delhi-75
4.	Subject	This part contains the objective of writing the letter. It must be concise.
5.	Salutation	Respected Madam/Dear Sir
	Main Body	This part should be divided into three paragraphs. The first paragraph must contain a short mention of the reason for writing the letter; the middle paragraph must contain all the details, while the last paragraph must express what one would want the other person to do in the event of receiving the letter.

6.	Subscription	Yours truly/obediently/sincerely
7.	Name or Signature	Rajesh/Pavan/Atul, Roll No. 123, Class 10-A

Formal Letter Writing Topics Solved Examples for Class 8 CBSE

Formal Letters (Official)

Question 1.

Write an application to the principal complaining against a senior student of your school,

Answer:

To

The Principal
BCM Arya Model Senior Secondary School
Delhi

Respected Madam,

I am a student of class VIII. I want to bring to your kind notice the rude behaviour of Sohan Sharma of Class X- A. He calls us bad names and disrupts our studies. He makes all kinds of mischief. I request you to kindly investigate the matter and take stern action against him. It is really shameful that a senior student of our school should behave so rudely with a junior like me.

Yours obediently,
Ankit Mahajan

Examination Hall,
Ahmedabad
July 13, 20XX,

Question 2.

You are Keerti/Krishna of 56, Indrapuram, Bangalore. You bought a new “VIP” Washing Machine from M/s Rama Electronics, Commercial Street, Bangalore last week. Now you find that the machine makes an unbearable noise and the motor tears delicate fabrics. Write a letter to the dealer complaining about the same and requesting him to change the machine as early as possible.

Answer:

56- Indrapuram

Bangalore
5th January 20XX
M/s.Rama Electronics
Commercial Street
Bangalore
Sub: Complaining about the washing machine.

Sir,

I am sorry to inform you that the washing machine which I bought from your shop against cash memo No.200 dated 7th December with a two-year guarantee stopped working well after ten days. Now the machine makes an unbearable noise and the motor tears delicate fabrics. All these are causing great inconvenience and I feel cheated. I, therefore, request you to remove the fault if it is minor or replace it with a new one as per the conditions of the guarantee certificate. Your quick action will be highly appreciated.

Thanking you

Yours faithfully
Keerti

Question 3.

Write a letter to the Editor of a newspaper, complaining about the bad condition of water supply in your locality. You are Prabhu Dayal living at H-19 Dayal Bagh Colony, New Delhi.

Answer:

H-19
Dayal Bagh Colony
New Delhi
5th January 20XX

The Editor
Hindustan Times
New Delhi
Sub: Bad condition of water supply in Dayal Bagh Colony.'

Sir,

I would like to draw the kind attention of the concerned authorities through the column of your esteemed newspaper towards the problem of bad condition of water supply in Dayal Bagh colony. Most of the time the taps remain dry. The supply is made only two hours in the morning and one hour in the evening. Besides the water is muddy and polluted. Many residents fall sick. There are complaints of jaundice and loose motions

after drinking this water. In this connection we have complained to the local authorities but in vain. I, therefore, request the higher authorities to look into this matter and take necessary action immediately.

Thanking you

Yours truly
Prabhu Dayal

Question 4.

You are Nitish/Nikita, head boy/girl of Tagore Public School, Jaipur. Write a letter to New Star Sports Company, Kalkaji, New Delhi asking him to send more popular sports material for your games and sports department.

Answer:

Tagore Public School
Jaipur
5th January 20XX
M/s New Star Sports Company
Kalkaji
New Delhi
Sub: Order for Sports materials.

Sir,

Kindly send the following sports material at the above address through transport with proper cash bill.

Football (10 Nos).

Cricket Balls. (20 Nos).

Tennis Balls (20 Nos).

Cricket Bats (10 Nos).

All the items should be in good condition, well bound and packed properly. Any damage to these items during transportation will be your responsibility. The items should reach the school in 10 days after the receipt of the letter; otherwise the order shall stand canceled.

Thanking you

Yours sincerely
Nitish
(Head Boy)

Question 5.

Write an application to the Principal of your college requesting him/her for permission

to set up an "English Debating Club" at your college. Answer:

12 November 20XX

The Principal.

Soumya Public School

Soniya Vihar

Subject: Request for setting up an English Debating Club in the school.

Sir,

We, the students of your school, like to state that ours is one of the best and most famous schools in the district but we are very weak in English and we cannot speak English. Only because, there is no English Debating Club in our school. As English is an international language, we would not like to be internationally dumb. Undoubtedly, an English Debating Club will brush away the problems of the students who are weak in English. Apart from this, this club will standardize our school more.

We, therefore, hope that you would be kind enough to set up an English Debating Club and oblige thereby.

Yours faithfully

Pragya

Secretary, student council

Question 6.

Write an application to the Principal of your school requesting him to pass necessary orders for a study tour for the outgoing students of class VIII.

Answer:

12 November 20XX

The Principal

Nancy Convent School

Prahlad Pur

Subject: Prayer for going on a study tour.

Sir,

We, the students of class VIII of your school, wish to state that the examination has been over. Now, we would like to go on a study tour. Some of the teachers have agreed to guide us. Now, we need your support and approval for the benefit of all students of class 8th. I will be an enlightening experience for all of us. We, therefore, hope that you would be kind enough to consider our request and oblige thereby.

Faithfully yours

Nivedita

Class Monitor

Question 7.

Write an application to the Principal for a Relief Camp.

Answer:

12 November 20XX

The Principal

Lotus Public School

Delhi

Subject: Request for opening a relief camp.

Sir,

As we are aware of the fact that ours is one of the most famous schools in our district. Our college is famous for co-curricular activities and so, we would like to arrange a relief camp to play an important role in for social upliftment. We, therefore, hope that you would be kind enough to grant your approval and oblige.

Yours truly,

Akansha

Question 8.

Write an application to the Mayor of the municipality of your town asking him to provide street lights in your locality.

Answer:

The Mayor

NDMC

New Delhi

12 November 20XX

Subject: Request for street lights.

Sir,

I, Abdul Hussain, Secretary RWA, wish to draw your attention to state that most of the streets of our locality are without street lights. As the streets remain dark, many crimes take place here. People are afraid of going anywhere at night. Thus we are facing severe threats to our lives. We, therefore, hope that you would be kind enough to provide street lights and oblige thereby.

Yours faithfully

Secretary

RWA, Ajmeri Gate.

Question 9.

Write an Application for a transfer certificate as you are shifting to another city with your family.

Answer:

The Headmaster,
Mother Teresa Public School
Mansarovar Garden
Delhi

Subject: Application for a transfer certificate.

Sir,

With due respect and humble submission to state that, I am a student of your school, studying in class 8th. I would like to inform you that my father is a government servant. Recently he has been transferred from Delhi to Punjab. My family will be shifted there soon. As a result, it is impossible for me to continue my study in your reputed school. So, I need a transfer certificate to get myself admitted into a school in Ludhiana, Punjab. In the circumstances, I hope that you would be kind enough to issue me a transfer certificate.

Yours obediently

Neeraj

Class 8, Roll no. 18

Question 10.

Write an application to the principal of your school for fee concession.

Answer:

The Principal,
B.MC Public School
Pune Maharashtra

Sir,

Most respectfully I beg to state that I am a student of class 8th in your school. The financial condition of my family is very bad. My father's monthly is Rs. 900/-. He has to support a family of six members. He is not in a position to pay my fees. But I have a keen desire to get an education as I am a brilliant student. Kindly grant me full fee concession and oblige.

Yours faithfully,

Md. Abid

Roll. No. 31

Question 11.

You are Rahim now, write an application to your headmaster for setting up a computer club in your school.

Answer:

3 February 20XX
The Headmaster
St. Francis Sr. Secondary School.
Agra
Subject: Request for setting up a computer club in the school.

Dear Sir,
This is to inform you that we are keenly interested in the latest gift of science, computer. But, our school has not yet taken steps for setting up a computer club which is necessary to develop the academic standards of our school, To cope with the modern information technology, computer education has already been included in the curriculum. As a result, we are in need of a computer club. I would like to request you to take steps for setting up a computer club to widen the horizon of our knowledge and oblige thereby.'

Yours Sincerely
Atik Class 8th

Question 12.

The students of your school suffer much from excessive heat. Now write an application to the headmaster for hanging some electric fans in the classroom.

Answer:

The Headmaster,
SD Public School
Daryaganj
Subject: Request for fitting of some electric fans in the classroom.

Sir,
We, the students of your school, write this application to draw your kind attention to the fact that our school is housed in the tin shredded building. The classrooms are not spacious. But there are many students in every class. During the summer the rooms become very hot and suffocating. There is no electric fan in any of the rooms. So, it is almost impossible to attend classes during the summer season. The provision of a few electric fans in the classroom can bring relief to the students from this inconvenience. May we, therefore request that you would be kind enough to make the necessary arrangement of providing a few electric fans for each classroom.

Sir,
Your most obedient student
Atiqur Rahman
Class IX
Roll-01

Formal Letter Writing Topics Practice Examples for Class 8 CBSE

Formal Letters (Official)

- Write an application to the principal of your school requesting him/her to arrange extra classes in English and Maths.
- Write an application to your principal asking him to sanction your medical leave for 2 weeks. Give reasons, why you need the leave.
- Write an application to your Principal, requesting him to arrange an educational trip, giving reasons.
- You are Shruti Dua, a student at Bosco Public School. You have been promoted to class VIII C, which is a Sanskrit section. You want to opt for the French Language for which you will have to request for a change in section. Write an application to the principal for the same.
- Write a letter to the Principal complaining about the misbehavior of a student in your class.
- Write a letter to a well-known person in your town asking him(or her) to deliver a lecture at your school.
- Write a letter to the Chairman, Water Supply Board regarding the insufficiency of water supply.
- Write a letter to the editor on the topic "Street light problem"?
- Write a letter to the editor on the topic "Spreading garbage in and around the locality
- Write a letter to the editor on the topic Bad roads in your locality
- Write a letter to the editor on the topic "Girl child education"?
- Write a letter to the editor on the topic "Use of junk food"?
- Write a letter to the editor on the topic "Exam.stress"?
- Write a letter to the editor on the topic "Role of science and technology
- Write a letter to the editor on the topic "Sports and Games"?
- Write a letter to the editor on the topic "Dowry: A social evil"?
- Write a letter to the editor on the topic "Books are the best companions"?