

Letters



Introduction

The art of writing a letter takes practice, knowledge about proper form and the ability to put into words your feelings, thoughts, and/or ideas. If you learn the basic parts of a letter, it will help you to create letters for a variety of occasions.



Parts of a Letter

- (i) Your address
At the top of your letter, you will put your address, so the reader will know where to send their reply to.
- (ii) Date
Put the date on which the letter was written in the format, Month Day Year i.e. August, 15, 2011.
- (iii) The Greeting
The greeting will address the individual that the letter is being sent to. This is usually completed in the form of "Dear Sandeep" or "Hi Reema", for less formal letters.
- (iv) The introductory Paragraph
The first paragraph will generally outline the purpose for the letter and the reason that the letter is being sent. This can address any issues that are outstanding and is used to set the tone for the entire rest of the letter. In this first paragraph, the summary of the letter can be found and the intentions which will be displayed through the rest of the letter should be outlined. From the first paragraph of the letter, the individual should be able to note the tone of the letter.
- (v) The Body
The body of the letter will expand upon the introductory paragraph and the individual can extend their thoughts and feelings further when it comes to the letter. The body of the letter can be anywhere from multiple pages for personal letters, to one page or two pages for most business letters and other types of proposals.
- (vi) The Closing
In the closing of the letter, the individual will close the letter and finish any thoughts that have been mentioned. The closing of the letter comes in various forms; from yours truly, for those individuals that are familiar with one another, to a traditional sincerely which is a versatile closing that can be used in a variety of letters detailing many situations. (vii)



Presentation of a Letter

The presentation of the letter can be hand-written for less formal letters that are addressed to friends and family members, especially thank-you letters. In the case that you have illegible handwriting, you may want to consider typing the letter in these cases, although proper etiquette dictates against this type of behavior. Formal letters which are written on behalf of businesses to or professional contacts should remain typewritten and grammatical and spelling error free. These types of letters should be legible and professional and therefore typing the letter is one of the most effective ways to ensure that the letter demonstrates a professional appearance through the entire course of the letter, thereby creating a positive impression on the recipient of the letter.

As well as outward presentation, it is important to determine the tone which will be written in the letter, including a professional tone or a tone that will be taken with friends or family members in a more informal

setting. Read through the letter once it has been completed to ensure that the tone remains the same. The tone can be adjusted based on the language which is used through the letter, as well as the greetings (familiar as opposed to formal).



Types of Letter

Letters can be divided into two types, which are as follows:

- (i) Formal letters
- (ii) Informal letters



Formal Letters

Formal letters are of following types:

- (i) Official Letter
- (ii) Letter to the Editor
- (iii) Business Letter
- (iv) Application



Informal Letters

These letters are written to:

- (i) Friends
- (ii) Parents
- (iii) Relatives



Format (Informal Letter)

Self Address :

Date(dd/mm/yy)

Dear ABC

- (i) Introduction
- (ii) Main content
- (iii) Closing

Yours lovingly/ sincerely
XYZ

Illustrative
EXAMPLE



C-35
Thomsan Street
London
25th October, 2011
Dear James,

I hope this letter will find you in the best of your health and high spirits. As you know that our annual exam is approaching, so through this letter. I am going to inform you about my preparation for the exam. From the very beginning, I have been paying proper attention towards my studies. So my preparation for the exam is

very good. I have almost completed all the subjects. I need to revise properly. This time my expectation is high for the exam. You also tell me about your preparation.

Rest is ok.

Please convey my regards to elders and love to youngers.

Yours Sincerely,
Serena

Format (Formal Letter)

Self Add:

Date(dd/mm/yy)

Designation and address of the Receiver

Dear/ Respected Sir

Subject:

Body in 3 paragraphs)

- (i) Introduction
- (ii) Content
- (iii) Closing

Yours Faithfully
XYZ

**Illustrative
EXAMPLE**



(i) Write a letter to the manager of electricity board complaining about irregular supply of electricity in your area.

C – 35

15thOctober, 2011

Cedar Avenue

Mumbai

The Manager

Electricity Board

Veer Savarkar

Mumbai

Subject: Complaining against irregular supply of electricity.

Respected Sir,

With due respect I would like to draw your kind attention towards irregular supply of electricity in our area. The electricity supply is very irregular in our area which has completely disrupted the normal life of the people. The uncertainty about timing has further worsened the situation. Students' exams are approaching but they can't study properly. Students and office-goers are the worst sufferers. The people living on upper floors of the buildings have been facing water scarcity because of electricity. Motor can't run without electricity to draw water. Besides these thieves take advantage of darkness to steal precious items from houses. It has also increased the road accidents at nights. The residents are exasperated. We have already complained to the concerned authorities but no action has been taken yet. Therefore, on the behalf

of all the residents. I am requesting you to look into the matter and issue the order to the concerned authorities to take action in this regard at earliest.

Yours faithfully
Priya



Format (Letter to the Editor)

Self address

Date (dd/mm/yy)

The Editor

The ABC Times

Subject:

Respected Sir

(Body is 3 Paragraph)

(i) Starting lines

(ii) Content

(iii) Closing

Yours faithfully
XYZ

1. Write a letter to the Editor of The Times of India expressing concern on increasing pollution.

A - 15

10th September, 2011

Greater Kailash — 1

New Delhi

The Editor

The Times of India

B. S. Z., Marg

New Delhi-2

Subject : Expressing concern on the issue of increasing pollution.

Respected Sir,

Through the column of your esteemed newspaper, I would like to express my concern on the issue of increasing pollution in our country. The pollution in our country has taken the shape of a giant monster and has been increasing rapidly day by day. The situation has become worst in urban areas and specially in metros. The number of vehicles has been increasing day by day which has resulted in more poisonous gases in our environment industrialization and urbanization have further worsened the situation. The government and its agencies are making hue and cry about it time to time but at the ground level they do nothing. The elite class of our country attends seminars and deliver speeches to express their concern on increasing pollution rather than making sincere effort for its prevention. I hope that now concerned authorities will wake up from deep sleep and will work collectively with the common man to prevent it, otherwise the days

are not very far when our own existence will be in danger. I hope that now the concerned authorities will sincerely take proper and concrete step to curb this problem as early as possible.

Yours faithfully
Pratik

Application

Format

The Principal
ABC School
Delhi

Date

Subject

Respected Sir/ Madam
(Body in two or three paragraph)
(i)
(ii)
(iii)

Yours Obediently
XYZ

2. Write an application to the principal for 5 days' leave that you have already taken due to illness.

The principal
Ring Bell school
Delhi

October 8, 2011

Subject: Leave application

Respected Madam,
With most greet and respect I beg to state that I am a student of your school of class Xth B. I had been suffering from fever for 5 days. The doctor had advised me complete bed rest. Thus I was absent from school from 2/ 10/ 2011 to 6/10/ 2011. Therefore, I am requesting you to kindly grant me leave for five days. I shall be obliged to you.

Yours obediently
Zacob

Commonly Asked QUESTIONS

 The body of a letter to the Editor is given with four blanks I, II, III and IV which should be filled by statements P, Q, R and S:

Through the column of your esteemed newspaper _____ I _____ of terrorism. Present world has been facing many problems, _____ II _____. Almost every day there is a blast or attack taking place all over the world. People are afraid of coming out of their houses. Once they come out, they don't know whether they will be return back safely or not. It is a big challenge in front of us. _____ III _____. I hope that the governments and the civilized people of the world will work collectively _____ IV _____ so that this beautiful world can be made much safer place to live in.

Yours faithfully
Smith

P: we need to address its root cause to eradicate it

Q: to solve this problem

R: I would like to express my views on the issue

S: terrorism is one of them

Choose your answer from the given options:

	I	II	III	IV
(A)	S	R	Q	P
(B)	R	S	P	Q
(C)	P	S	R	Q
(D)	Q	R	P	S

Answer: (B)



The body of a letter to the Editor is given with four blanks I, II, III and IV which should be filled by statements P, Q, R and S:

_____ I _____ I would like to express my views on the issue of law and order problem in our area. The crime graph in our area has been increasing day by day. _____ II _____ have been rapidly increasing. We are feeling insecure in our own houses. We are confused and terrified over the prevailing situation. _____ III _____ but no action has been taken yet. Therefore, on the behalf of all the residents I am requesting you to pay attention _____ IV _____.

Yours faithfully
Deepika

P: incidents like chain snatching eve teasing, robbery, theft, etc.

Q: through the column of your esteemed newspaper

R: we have already complained to the concerned authorities

S: towards our problem so that law and order can be maintained

Choose your answer from the given options:

	I	II	III	IV
(A)	S	R	Q	P
(B)	R	P	Q	S
(C)	Q	P	R	S
(D)	Q	R	P	S

Answer: (c)