

LETTER WRITING

A letter is a form of non – fictional written, typed or printed communication. A letter is a written message that can be handwritten or printed on paper. It is usually sent to the recipients through post or an email.

Letters are usually of two types:

- (I) Formal Letter
- (II) Informal Letter

Formal Letter

A formal letter is a type of letter which is written for official purposes to authorities and dignitaries and not to ones friends or family members. It is written in a formal language with some specific reasons. Various types of formal letters are:

- (i) Letters to the Editor
- (ii) Applications
- (iii) Letters of Enquiry
- (iv) Order letters
- (v) Complaint letters

FORMAT OF A FORMAL LETTER

1. Sender's address. (after the sender's address leave a line).
2. Date : The date is written below the sender's address. (after the date leave a line.)
3. Receiver's address or Editor's address.(after the editor's address leave a line)
4. Subject of the letter: The main purpose of the letter forms the subject.
5. Salutation (Sir/ Respected Sir/ Mam)
6. Content of the letter: the matter of the letter is written in 3 paragraphs as:
Paragraph 1: Introduce yourself and the main subject of writing the letter in brief.
Paragraph 2: Give a detail of the concerned subject.
Paragraph 3: Conclude by mentioning what is expected from the editor.
7. Complimentary closing
8. Sender's name, signature and designation.

EXAMPLE 1

Write a letter to the Editor of a national daily and highlight the problem of frequent traffic jams in your city. You are Ajeet Sharma of Jaipur.

9 Sri Colony
Ramanthapur
Jaipur- 302001

20th July, 2021

The Editor
The Hindu
Ram Nagar
Jaipur- 302001

Subject: Highlighting the problem of frequent traffic jams in our city.

Sir

Through the column of your esteemed newspaper I, Ajeet Sharma would like to make everyone aware about the frequent traffic jams in our city. Due to this huge population and the increased number of public and private cars, the city often faces the problem of traffic jams.

The number of people living in the city and the number of vehicles they are using is higher than the number of roads. As a result, the traffic jam often occurs and people have to suffer. Another reason is the unauthorized parking of vehicles on the streets.

There are many steps which should be taken to reduce the jam in the street. Firstly the traffic rules should be followed properly. Secondly people should use public transport and should lessen the number of private vehicles on roads. Hence, I would be grateful if you publish my letter in the form of an article in your newspaper and make the public aware about the concerned problem.

Thanking you
Yours truly
Ajeet Sharma

EXAMPLE 2

Write a letter to the Editor of a national daily regarding the poor condition of roads in your locality. You are Rahul Rastogi of New Delhi.

House no. 256
Tilak Nagar
New Delhi- 110001

17th August, 2021

The Editor
The Times Of India
New Delhi- 110001

Subject: Poor condition of roads in our locality.

Sir

Through the column of your esteemed newspaper I would like to bring to the notice of all the poor condition of roads in our locality.

The roads are in a terrible condition. They have not been repaired from quite a long time. The potholes on the roads are a major cause of concern. Not only do they slow down the traffic but also cause several accidents. As a result, we have been witnessing huge traffic jams in peak hours. During monsoons, these potholes become the breeding ground for mosquitoes as they are always filled with water.

I hope you would understand the problem and publish the article to bring the matter to the concerned authorities.

Thanking you
Yours truly
Rahul Rastogi