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| **LETTER WRITER’S ADDRESS - (1M)**Sender’s address is written. Never put your name.**DATE –****RECEIVER’S NAME / RANK AND HIS / HER ADDRESS - (1/2 M)** It indicates the designation of the receiver and name of the company.**THEME OF FORMAL LETTER – (1M)**It indicates the theme / subject **SALUTATION-**It is a customary greeting with which the sender opens the letter **BODY OF THE LETTER – (3M)** Approximately three paragraphs.**SUBSCRIPTION / COMPLEMENTARY (1/2M)****NAME / SIGNATURE.****TOTAL MARKS - 6** |