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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** |