A letter is one person's written message to another pertaining to some matter of common concern.
Letters are of two types –

1.**Formal Letter**

2. Informal Letter

Formal Letter

A Letter written for a formal purpose is called a Formal letter. It addresses a serious issue.
Let us discuss the types of formal letter -



Types of Formal letter

1. Letter to the editor

2. Letter to the Government

3. Letter to the police

4. Letter to the principal

5. Order letter

6. Complaint letter

7. Inquiry letter

8. Business letter

9. Application letter

**Format of a Letter to the Editor**.
The format of a **letter to the editor of a Newspaper** is as follows –
1. Sender’s address: The address and contact details of the sender are written here. Include email and phone number, if required or if mentioned in the question.
2. Date: The date is written below the sender’s address after Leaving one space or line.
3. Receiving Editor’s address: The address of the recipient of the mail i.e. the editor is written here.
4. Subject of the letter: The main purpose of the letter forms the subject. It must be written in one line. It must convey the matter for which the letter is written.
5. Salutation (Sir / Respected sir / Madam)
6. Body: The matter of the letter is written here. It is divided into 3 paragraphs as follows -
Paragraph 1: Introduce yourself and the purpose of writing the letter in brief.
Paragraph 2: Give a detail of the matter.
Paragraph 3: Conclude by mentioning what you expect from the editor. (For example, you may want him to highlight the issue in his newspaper / magazine).
7. Complimentary Closing
8. Sender’s name, signature and designation(if any)

FORMAL LETTER FORMAT

Format of a Formal Letter includes:

The following points need to be taken into consideration while writing a Formal letter-

a. A Formal Letter strictly follows the **prescribed Format**for writing a Formal Letter.

b. Use of colloquial words, abbreviations and slang language should be restricted while writing a Formal letter.

c. A Formal Letter must be precise and to the point.

d. The Subject line is very important in a Formal Letter.

The **Format of a Formal Letter** is as follows –
1. Sender’s address: The address and contact details of the sender are written here. Include email and phone number, if required or if mentioned in the question.
2. Date: The date is written below the sender’s address after Leaving one space or line.
3. Receiver’s address: The address of the recipient of the mail (the officer / principal / Editor) is written here.
4. Subject of the letter: The main purpose of the letter forms the subject. It must be written in one line. It must convey the matter for which the letter is written.
5. Salutation (Sir / Respected sir / Madam)
6. Body: The matter of the letter is written here. It is divided into 3 paragraphs as follows -
Paragraph 1: Introduce yourself and the purpose of writing the letter in brief.
Paragraph 2: Give a detail of the matter.
Paragraph 3: Conclude by mentioning what you expect. (For example, a solution to your problem, to highlight an issue in the newspaper, etc).
7. Complimentary Closing
8. Sender’s name, signature and designation (if any)

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| --- |
| Sender’s address |
| Date |
| Receiver’s Address |
| Subject |
| Salutation |
| Body of the letter |
|  |
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| Complimentary closing |
| Sender’s Name, signature and designation |

Sample Letters

Here are some**solved questions on Letter Writing**
1. Write a letter to the Mayor of your city seeking a solution to the problem of water logging in your area. You are Raj / Rani of Dharma Colony, Ramgarh.

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| 14 / 8, Dharma Colony Ramgarh. |
| Date: 23 August 2018 |
| The Mayor Ramgarh |
| Subject: Complaint regarding the problem of water logging in Dharma Colony |
| Sir / Madam |
| I am Raj, a resident of Dharma Colony. The residents of the area are facing a lot of problems due to water logging. Every year in the monsoon season, the area gets filled with water as the drainage system gets choked. We have requested the area committee many times, but the situation is still the same. The residents’ lives have become miserable as many water - borne diseases have spread. All the houses are submerged, and we are facing a tough time. Please consider the issue as serious and find a solution at the earliest. |
| Yours Sincerely |
| Raj |

2. You are Garima / Gaurav. Write a letter to your friend Sanjana / Sanjay, inviting her / him to your birthday party. Give details regarding the day, time, venue, etc. Add interesting details like theme, dress code, etc.

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| 45, Jan Marg Delhi.33, Khan Gali Delhi. |
| Date: 21 August 2018 |
| Dear Sanjay |
| Hi! You are invited to my birthday party on 25th August. The party will be at Archie’s Place, Nehru Park from 4:00 to 7:00 PM. As the party is based on ‘Spiderman’ theme, please wear a dress in red / black colour combination. It will be fun as I have arranged a Mask game, a ‘Spidey’ web game and a never – seen – before neon light and music show. I am very excited as I will wear the special Spidey costume designed by my sister. Please come as it will be good to have your company. Also, bring your brother Saurav. Waiting for your confirmation. |
| Gaurav |