



FORMAL LETTER FORMAT

[Sender's Address]

[Date]

[Receivers Address]

[Subject]

[Salutation] Sir

[Body {(i) Introduction

(ii) Main Content

(iii) Conclusion or End of letter}]

Thanking You

[Subscription]

[Sender's Name]

Sample Formal Letter

You are a resident of 7, Club Road, Hyderabad-13. Write a letter to the Editor of The Hyderabad Times, P.O. Box 350 Hyderabad-1, about the bad quality and inadequate supply of tap water in your locality.

Sender's address (only address— not name)	7, Club Road Hyderabad
Designation of receiver	The Editor The Hyderabad Times
Receiver's address	P.O. Box 350 Hyderabad-1
Salutation	Sir
Subject statement	Subject: <u>Inadequate Supply of Water</u>
Problem	Through the medium of your newspaper, I would like to draw the attention of the civic authorities to the bad quality and inadequate supply of tap water in our locality.
Effects of problem	It is unfortunate that the civic authorities do not care to provide citizens with even the basic amenities such as proper and adequate water supply. In our locality, water is supplied only for an hour in the morning. For the rest of the day, the taps remain dry. Also, the quality of water supplied is extremely poor. There have been some cases of diarrhoea and dysentery. It is feared that these diseases may break out in an epidemic form if the quality of water is not improved.
Desired future course of action	It is hoped that instead of ignoring the matter, the authorities concerned will take immediate steps to ensure adequate supply of good quality tap water in our locality.
Subscription and signature	Yours faithfully Your name
	April 12, 20XX Date