

Formal Letters

Introduction

Formal letter is a business or official letter. They are written to complaint or inform something. These letters include applications, letters to editors, official letters, letters to and from organizations, government departments etc. These letters have an objective or business-like style of writing.

Points To Remember:

1. Mentioning the subject is a must in a formal letter.
2. The formal letter should be brief, simple and concise.
3. It should focus on the issue rather than dwindling on various other elements.
4. Colloquial words or expressions must be avoided.
5. The imperative tone must be avoided in case of formal letters.
6. Coherence should be maintained.
7. Marks will be awarded on the use of appropriate style, language, content and expression.
8. Although, marks will not be deducted for exceeding the word limit, it is advisable to follow the given word limit.

Difference between formal and informal letters:

The basic difference between informal and formal letters is that of the receiver. Informal letters are written to friends, family, relatives, and other near and dear ones, while, the formal letters are written for official purposes or to write to the editor of a magazine, the commissioner, the principal of a school, etc. It is compulsory to include a subject in a formal letter which is not necessary in an informal letter.

We usually add both the addresses in a formal letter while it is only important to write the recipient's address in an informal letter.

The language of a formal letter is also very formal and precise while one is allowed to use colloquial language in an informal letter.

Need for Urgent Repair of Classroom

Q. Write a letter to the principal of your school requesting him to get your classroom repaired as it has been in a bad condition for some time now. You are Anil of ABC Public School, Uttam Nagar, New Delhi-59.

Answer:

Examination Hall

New Delhi-110062

Nov 25, 20xx

The Principal

ABC Public School

Uttam Nagar

New Delhi-110059

Dear sir,

Subject: Need of urgent repair of the classroom assigned to VIII-C

With due respect, I would like to draw your kind attention towards the poor condition of our classroom that is room no. 15 on the first floor of the school building.

Our classroom is in need of urgent repair. There is dampness in the walls and the roof. It not only smells bad but the plaster has also started coming off the walls. This may pose health hazards in the approaching winter. Moreover, students cannot concentrate on their lessons with uncomfortable surroundings.

As it is becoming increasingly difficult for us to continue studying in the classroom, I request you to arrange for our classroom to get repaired at the earliest. Meanwhile, please assign another classroom to us.

Yours sincerely,

Anil

Class VIII-C

Need for the Construction of Speed Breakers

Q. You are Ashu Verma, living at 30, Sun Enclave, Delhi. This is a residential colony but lately a lot of heavy traffic has been moving through this area. Write a letter to the Chief Engineer, MCD to construct speed breakers in the area.

Answer:

30 Sun Enclave

New Delhi

19 March 20xx

The Chief Engineer

Municipal Corporation of Delhi

New Delhi

Respected Sir,

Subject: Need for the construction of speed breakers in our area

I would like to bring to your notice the difficulty faced by the residents of Sun Enclave due to traffic snarls.

Though it is a residential area, a small factory built nearby has converted the by-lanes into a main road. A lot of heavy traffic has started moving through this area, creating problems for the pedestrians. Recently, two people were injured when they were hit by a fast-moving truck. Children are also suffering because of this as they are housebound.

It is for this reason that I request your department to construct speed breakers in this area as soon as possible. This will definitely put a check on the speed of vehicles, apart from allowing pedestrians to move freely. Your efforts would be highly-appreciated.

Yours truly,

Ashu Verma

Discrepancy in Books Ordered and Books Received

Q. You are Anita, a student of DPC Public School, Ashok Vihar, New Delhi. Write a letter to M/s Ratna Book Depot, Nai Sarak, New Delhi, complaining about the discrepancy in the books you have received and the books you had initially ordered.

Answer:

DPC Public School

Ashok Vihar

New Delhi-110052

Nov 18, 20xx

The Manager

M/s Ratna Book Depot

Nai Sarak

New Delhi

Sir/Madam,

Subject: Discrepancy in books ordered and books received

I am a student of DPC Public School. Last week, I had placed an order of books at your book store. However, I regret to inform you that the books I received yesterday are not in accordance with the books I had ordered.

I had placed an order for class X textbooks of English and History, published by NCERT, but the books that were delivered to me belong to class XII. The invoice number mentioned on the parcel is RBD/162/089.

I request you to cross-check the documents and send the correct books as soon as possible.

Regards,

Anita

Problem of Underage Driving and Driving Without License

Q. You are Amita, a resident of 32, PIC Apartments, Raj Nagar, Ghaziabad. Write a letter to the Commissioner of Traffic Police requesting him to put stricter rules in place to check the problems of underage driving as well as driving without license.

Answer:

A-32, PIC Apartments

Raj Nagar

Ghaziabad

June 21, 20xx

The Commissioner

Ghaziabad Traffic Police

Ghaziabad

Respected Sir,

Subject: Problem of underage driving and driving without license

I would like to draw your kind attention towards the increasingly rampant problems of underage driving as well as driving without license. I am sure that your department would be aware of these problems. However, we do not see any significant actions being taken towards curbing these problems.

These days, it is not unusual to see underage children and youngsters driving vehicles. On top of it, a lot of them do not have a valid license. Most of them flout traffic rules and do not care about the safety of others on the road.

You are, therefore, requested to put stringent rules in place so that instances of underage driving can be minimized. The efforts of your team in this regard would be much appreciated.

Yours truly,

Amita

Deteriorating Condition of Water Contamination

Q. Write a letter of complaint to the chairman of the Managing Committee of your society, complaining about the contamination of water in the society's water tanks.

Answer:

New Happy Colony

New Delhi

July 06, 20xx

The Chairman

Managing Committee

New Happy Colony

Dear Sir,

Subject: Deteriorating condition of water contamination in the society

On behalf of the residents of our society, I would like to bring to your notice the increasing problem of water contamination in the water tanks of our society. The people are suffering from harmful diseases due to the presence of this dirty water.

The water tanks give a very putrid smell, which has compelled the people to wear masks. The water tanks have also become a breeding ground of mosquitoes which are causing fatal diseases. It is a serious concern as far as the health and hygiene of the people is concerned.

We anticipate the authorities to take an immediate action and pay heed to the poor condition of the locality. We request you to take necessary steps to improve the condition of the water tanks.

Yours faithfully,

ABC

Request to Get the Taps Repaired

Q. You are Bhavani Kapoor of AV School, Vira Nagar, Pune. Write an application to the principal of your school requesting her to get two dripping taps repaired. State the reasons for your request.

Answer:

The Principal

AV Public School

Vira Nagar

Pune

17 January 20xx

Respected Madam,

Subject: Repair of two dripping taps to avoid wastage of water

I would like to draw your attention to the fact that the two taps near the canteen have been dripping for the last three days.

These continuously dripping taps have already resulted in a lot of water wastage. I reported the matter to the school head boy day before yesterday. However, no action has been taken so far. I am sure you would appreciate the fact that water is an extremely precious resource and we should always try our best to conserve it.

I request you to get both the taps repaired at the earliest so that no more water gets wasted.

Yours sincerely,

Bhavani Kapoor,

Class IX-A

Unhygienic and Unhealthy Food Being Sold in the School Canteen

Q. Write a letter to the principal of your school explaining the unhygienic and poor quality food being sold in the school canteen.

Answer:

The Principal

Homerton School

Ashok Vihar

12 Dec 20xx

Sir,

Subject: Unhygienic and unhealthy food being sold in the school canteen

As a student of your school, I would like to draw your attention towards the unhygienic and deteriorating quality of the food products sold in the school canteen.

Students eat such food and fall prey to food poisoning due to the deplorable condition of the canteen. There are many flies, insects and rodents in the canteen. It can be easily concluded that the unkempt and untidy kitchen of the canteen plays a vital role in students falling ill. Besides, it has been seen that the vegetables are cut on the floor and are not properly washed.

Therefore, I request you to look into the matter and take necessary steps as early as possible.

Yours faithfully,

XYZ

Student- XI C

Proposal of a Trip to Various Historical Monuments

Q. You have been asked to prepare a history project. Write a letter to the History teacher to plan an excursion for the school students to understand the project better.

Answer:

The History Teacher

ABC School

Gurgaon

May 19, 20xx

Dear Madam,

Subject: Proposal of a trip to various historical monuments

As you know, we have been working hard on the project “Our Historical Monuments” for the last four months. However, I feel that theoretical way is only a limited way of collating information.

I would like to propose an educational tour to Delhi, which is famous for its historical monuments. This will help the students to gain first-hand information about the art and architecture used to build these monuments. The articles, pictures or any other

information available on the internet or in the books can never give the insight we would get when we see the monuments on our own.

We would be highly obliged if you organise such a trip. I could get the information for the group trip and apprise you about the same.

Warm regards,

PQR

Student- X-A

Invitation to Judge the Inter-house Declamation Competition

Write a letter to the principal of your school inviting her to judge an inter-house declamation competition. You are Shiva, Secretary of the School House Council.

The Principal

PQR Public School

New Delhi-110084

Nov. 16, 20xx

Respected madam,

Subject: Invitation to judge the inter-house declamation competition

I would like to state that the School House Council is organizing an 'Inter-house Declamation Competition' on Dec 12, 20xx. The topic for the competition is 'India after Twenty Years'.

More than twenty students have already given their names for participation. An equal number of teachers are helping the students to prepare for the competition and to make the event a grand success.

On behalf of the Council, I would request you to grace this occasion by your presence and judge the competition. The competition will begin at 9:30A.M. in the school auditorium. I request you to kindly accept the invitation and send a confirmation of the same.

Yours obediently,

Shiva

Secretary

School House Council

Reporting the Theft of Bicycle

Q. Write a letter to the SHO of your area reporting the theft of your bicycle. You are Pavan, living at 56 A, DDA Flats, Jhilmil Colony, New Delhi-95.

Answer:

56 A, DDA Flats

Jhilmil Colony

New Delhi-95

November 11, 20xx

The SHO

Police Station

Jhilmil Colony

New Delhi-95

Sir,

Subject: Reporting the theft of bicycle

I would like to bring to your kind notice the theft of my bicycle from the Main Market area of Jhilmil Colony.

I had parked the bicycle in the parking lot of the market at about 6:30 in the evening. I had locked it before entering the market. However, when I came back, the bicycle was nowhere to be seen. I checked with the adjoining shopkeepers but they had no clue whatsoever about the theft.

The cycle is a new red-coloured one. It has a red seat cover and broad rear tyres. I request you to take necessary actions to trace my bicycle at the earliest. Your efforts in this regard would be much appreciated.

Yours truly,

Pavan

Need for a Bus Stop

Q. You are Shivam, a resident of C Block, Rani Bagh, New Delhi. Absence of a bus-stop in your block causes a lot of inconvenience to the residents of this area. Write a letter to the editor of the Times of India drawing the attention of the concerned authorities towards this problem.

Answer:

C Block

Rani Bagh

New Delhi-110034

Nov 20, 20xx

The Editor

The Times of India

New Delhi-110002

Sir,

Subject: Need for a bus stop in C Block, Rani Bagh

Through the columns of your esteemed newspaper, I would like to draw the attention of Delhi Transport Corporation to the problems faced by the residents of C Block, Rani Bagh. There is no bus stop in our block and this is a cause of great inconvenience for all of us.

In order to board buses run by DTC, we usually have to walk to the next stop which is at a distance of two kilometres. This turns into a severe problem especially in the summer season. School children also have a tough time walking with a heavy load of books.

I am sure the concerned authorities will look into this matter and arrange for the construction of a bus-stop at C Block at the earliest. Their efforts in this regard would be highly appreciated.

Yours truly,

Shivam

Request for Setting Up a Dispensary

Q. Write a letter to the Commissioner of the Municipal Corporation, Delhi, requesting him to set up a municipal dispensary in your locality. You are Vinay Aggrawal, a resident of 25A, Circular Road, Vijay Nagar, Delhi.

Answer:

25A, Circular road

Vijay Nagar

Delhi

Nov 10, 20xx

The Commissioner

Municipal Corporation of Delhi

New Delhi

Dear sir,

Subject: Request for setting up a dispensary

On behalf of the residents of Circular Road, Vijay Nagar, I want to draw your attention to the lack of medical facilities in our locality.

The nearest dispensary is about three kilometers away from here. Though there are some private clinics in this area, these are beyond the reach of common man as their charges are extremely high. Owing to this reason, getting medical aid at the appropriate time is becoming a reason of concern for us.

Keeping in mind the problems faced by us, I request you to make necessary arrangements for setting up a dispensary in our locality as soon as possible. Your efforts in this direction would be much appreciated.

Yours truly,

Vinay Aggrawal