

Formal Letter

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.

Shortage of Water and the Supply of Polluted Water

Q. Write a letter to the editor of a daily about the acute shortage of water and the supply of polluted water in your area. You are Poonam Sharma of 21, Krishna Nagar, Delhi.

Answer:

21, Krishna Nagar

Delhi

Nov 18, 2012

The Editor

The Indian Express

New Delhi-110002

Sir,

Subject: Shortage of water and the supply of polluted water in Krishna Nagar

Through the columns of your esteemed newspaper, I would like to draw the attention of the concerned authorities to the shortage of water as well as the supply of polluted water in Krishna Nagar.

For quite some time now, we have been receiving polluted water supply, that too at irregular intervals. The water coming out of the taps is so dirty that it cannot be used in any activity whatsoever. The residents of this area have brought this issue to the notice of the concerned authorities since the problem started. However, no heed was paid.

Clean water is an essential for all. It is high time the concerned authorities took steps to solve this problem. If conditions do not improve, things could worsen further leading to the possibility of an epidemic among other health hazards.

Yours truly,

Poonam Sharma

Request to Grant a Leave of Five Days

Q. Write an application to the principal of your school requesting him to grant you a leave of five days. You are Saransh, a student of class VI-C.

Answer:

The Principal

ABC School

Vivek Vihar

New Delhi-110095

Nov 25, 20xx

Respected sir,

Subject: Request to grant a leave of five days

With due respect, I want to state that I need five days' leave to attend my sister's wedding.

My elder sister's wedding is to be solemnized at Chandigarh on Dec 15, 20xx. My entire family will be leaving for the wedding on December 13. We would be returning to Delhi only on the 17th of the month.

I, therefore, request you to grant me leave for five days from December 13-17. I shall be extremely grateful to you for the same.

Yours obediently,

Saransh

Class VI-C

Exemption from Library Fine

Q. Write an application to the librarian of your school requesting him to exempt you from paying fine for returning books after the due date. You are Rajesh Talwar of class VI-A.

Answer:

The Librarian

ABC Model School

Vijay Nagar

New Delhi-110009

Nov 15, 2019

Respected sir,

Subject: Exemption from library fine for returning books after the due date

I respectfully wish to state that I am a student of Class VI-A. I have been imposed a fine of Rs. 50 for returning the library books after the due date.

I want to bring to your notice that I have not been attending school for the past one week due to illness. It is for this reason that I was unable to return the books on time.

I request you to remit the fine imposed on me. I shall be grateful to you for this act of kindness.

Yours truly,

Rajesh Talwar

Class VI-A

Exemption from Morning Assembly

Q. You are Anil of Manav Public School, New Delhi. Write a letter to the principal of your school requesting her to exempt you from the morning assembly.

Answer:

The Principal

Manav Public School

Amity Garden

New Delhi

Nov 27, 2019

Respected madam,

Subject: Exemption from morning assembly

With due respect, I want to state that I am a student of Class VIII-A in your school. I want to bring to your notice that last afternoon while going back home, I fell from my bicycle and badly hurt my left knee.

I request you to allow me to stay back in the classroom during the morning assembly. The doctor has advised me not to stand for long durations as that would put more strain on my leg.

I shall be ever grateful if you kindly exempt me from morning assembly for a period of one week.

Yours obediently,

Anil

Class VIII-A

Request for Issuing of School Leaving Certificate

Q. As Akash Mathur, write an application to the principal of your school requesting her to issue you the school leaving certificate.

Answer:

The Principal

ABC School

New Delhi-110044

Nov 5, 2019

Respected madam,

Subject: Request for issuing of school leaving certificate

I respectfully state that I am a student of Class VI-B of your school. I want to bring to your notice that my father has been transferred to Chandigarh. He is required to join his office from Nov 20, 2019.

Our family is leaving for Chandigarh on Nov 15 in order to make the necessary arrangements. Therefore, it would not be possible for me to continue my studies in this city.

I, therefore, request you to issue my school-leaving certificate at the earliest. I have already got the other necessary clearances from the school and have attached a copy of each with this letter.

Yours obediently,

Akash Mathur

Class VI-B

Absence of Street Lights

Q. You are Kavita Kumari, a resident of 25 A, Krishna Nagar, New Delhi. Write a letter to the editor of the Hindustan Times, drawing the attention of the concerned authorities towards the absence of street lights in your area.

Answer:

25 A, Krishna Nagar

New Delhi-110051

November 12, 2019

The Editor

Hindustan Times

New Delhi-110001

Dear sir,

Subject: Absence of street lights in Krishna Nagar

Through the columns of your esteemed newspaper, I would like to draw the attention of the concerned authorities towards the problems of the residents of Krishna Nagar, New Delhi.

The streets of A Block, Krishna Nagar, have no street lights, and this is a source of inconvenience to one and all. Though electricity poles were installed last year, nothing

has been done to make them functional. It becomes absolutely difficult for us to walk or drive in the absence of street lights. This apart, a lot of people do not feel safe if they have to go out after dark.

I take this opportunity to remind the authorities that it is high time this problem was solved. Their efforts in this regard would be much appreciated.

Yours truly,

Kavita Kumari

Request for Issuing a Duplicate Library Card

Q. You are Ankit Saluja, a student of Class VIII. Unfortunately, you have lost your library card. Write an application to the principal requesting her to issue you a duplicate library card.

Answer:

Examination Hall

New Delhi-110085

Nov 2, 2019

The Principal

ABC Public School

New Delhi-110085

Respected madam,

Subject: Request for issuing a duplicate library card

I am a student of Class VIII-A of your school. I am writing to request permission for a duplicate library card.

Last week, I lost my library card somewhere on my way back home from school. In the absence of the card, I am not able to get books issued from the library. Therefore, I shall be highly obliged if you permit the librarian to issue me a duplicate card.

I regret the inconvenience caused and assure you that I will be careful with the card in future.

Yours obediently,

Ankit Saluja

Class VIII-A

Request for Arranging Special Classes for Mathematics

Q. You are Hemant Kumar. Write an application to your principal requesting him to arrange for special classes for Mathematics.

Answer:

Examination Hall

New Delhi-110062

Nov 25, 2019

The Principal

ABC Model School

New Delhi-110062

Respected sir,

Subject: Request for arranging special classes for Mathematics

I am a student of Class IX-C of your school. As the class monitor, I am writing this letter on the behalf of all the students of my class.

As we had no mathematics teacher in the month of January, we are lagging behind other sections with respect to the completion of the syllabus in the subject. All the students in our section are dissatisfied with the progress we have made so far. We all believe that we are under-prepared for the upcoming examinations. We shall be thankful if you could arrange special classes for us either before the school starts or after the school is over.

I am sure you will look into the matter and assign a teacher to help us cover the syllabus in time.

Yours sincerely,

Hemant Kumar

Class Monitor

Class IX-C

Request to Redirect All Letters to New Address

Q. You are Priya. Recently, you shifted to 215, Pushpanjali Enclave, Pitampura, New Delhi-34 from 105, Model Town II, New Delhi-09. Write a letter to the postmaster requesting him to redirect all your letters to the new address.

Answer:

215, Pushpanjali Enclave

Pitampura

New Delhi-110034

Nov 27, 2019

The Postmaster

Pitampura Post Office

New Delhi-110034

Dear sir,

Subject: Request to redirect all our letters to my new address

This is to bring to your kind notice that our family has shifted to a new address. So, I request you to redirect all our letters, parcels and other mails to our new address.

The address of our new house is 215, Pushpanjali Enclave, Pitampura, New Delhi-110034. The old mailing address was 105, Model Town II, New Delhi-110009.

I request you to kindly update your records with my new address. I would be highly thankful for your cooperation.

Yours truly,

Priya

Exemption from Appearing in Terminal Examinations

Q. You are Manisha Sharma. Write an application to the principal of your school requesting him to exempt you from appearing in the first terminal examinations.

Answer:

Examination Hall

New Delhi-34

10 November 2019

The Principal

ABC School

New Delhi-34

Respected sir,

Subject: Exemption from appearing in terminal examinations

I, Manisha, a student of Class X-A in your school would like to bring to your kind notice that I have been suffering from typhoid for nearly a month now. I have been on medical leave during this period. The doctor has advised me complete rest for another 10 days.

I have not been able to pay attention to studies for the last one month. Thus, I am not in a position to appear for my first terminal examinations that are commencing next week.

I request you to kindly exempt me from appearing in the said examination. I assure you that I shall make up for the loss of studies after I have fully recovered.

Yours sincerely,

Manisha Sharma

Class X-A