

Tender Heart School, Sector-33B, Chandigarh

Subject : English Language

Class : VI

Topic : Formal Letter Writing

Good Morning Students,

Today, in the subject of English Language we will discuss about Formal Letter Writing.

### \* Formal Letters

Letters which are written to the Principal, Class Teacher / Incharge, Subject teachers or Librarian are called Formal Letters. An application is also a formal letter.

Students, the steps of writing formal letters are given below.

1. Sender's address is written using punctuation marks, on the top left corner of the page.
2. Date : While writing date, the day comes first followed by the month and the year. For example 24th May, 2021.

\* Leave a line before and after writing date.

3. The receiver's address and name of the school is written using punctuation marks.
4. Subject is written briefly to state the purpose of writing the letter.

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5. Next comes the salutation : Dear Sir,  
or Dear Madam,

6. The body of the letter is written in formal language using relevant information. 4

7. The letter ends with the subscription followed by your full name / Name and Surname (if any).

Yours truly, / sincerely,

You can't write name in capital letters.

\* Mohan Sharma (✓)

MOHAN SHARMA (X)

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## \* Format of formal letter

Sender's address \* [Use punctuation]



Date \* [Don't use short form]



Receiver's address \* [Use punctuation]



Subject \* [Brief]



Salutation \* [Dear Sir, / Dear Madam]



Body of the letter \* [Simple and relevant language]

\* Message or Content

\* polite language]



Thanking you / Thank you \* [to be written after the content or body of the letter]



Subscription \* [Yours truly, Sincerely]



Name and Surname \* [Mohan or Mohan Rana]

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You are Anil / Anu. Write a letter to your Class Incharge requesting her to arrange an educational tour to Delhi.

House Number - 68,  
Sector - 32 A,  
Chandigarh.

24th May, 2021

The Class Incharge,  
Tender Heart School,  
Sector - 33 B,  
Chandigarh.

Subject : Requesting to arrange an educational tour to Delhi.

Dear Madam,

With due respect I state that I am a student of Class V A/B [VIA/B] of your school. Our class students want to see The India Gate, Red Fort, Jantar Mantar, Qutub Minar and the Rajghat. We also want to see the Parliament House and the Rashtrapati Bhawan.

This trip will provide us with information about what we have read only in books. We would like to travel by the Metro train if possible.

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All the students will enjoy a lot. I assure you that we will maintain discipline.

Hope you will arrange for this trip.

Thanking you

Yours sincerely,

Anu

Students, you have been explained the formal letter writing with format and a sample letter. Note it down in your English Language notebook along with a practice letter.

\* Topic : Write an application to the Sports Incharge of your school requesting him to include you in the school cricket / basketball team.