

TENDER HEART HIGH SCHOOL, Sec- 33 B Chd.

Sub: Eng. Language

Class VI

Topic: Formal Letter

Good Morning Students,

Today, we will learn how to write formal letter. For which we should first understand what are formal letters? To whom do we write formal letters and its correct format.

Formal letters are also called Professional letters which are written in a specific format, formal in style.

Points to be remembered

- * Start with the sender's address.
- * Date
- * Receiver's address
- * Subject of letter
- * Salutation
- * Body of the letter (Can be written in 3 para)
- * Closing
- * Your name.

Format

2026

Sector 34 D

Chandigarh

25th December 2023

The Manager

Zoe Publishing House,

Mumbai 400012

Subject:

Dear Sir,

- Body -

Thanking You.

Yours faithfully
Sudesh Singh

Please copy down in your Note book

Sample Formal Letter

- Q. Write a letter to the postmaster complaining that you have not received so far a very important letter.

4026

Sector -

Chandigarh

Date: 21st January 2024

The Postmaster

Sector -

Chandigarh

Subject: Non receipt of letter.

Sir

With due respect I, Seikar Kumar a resident of your post office area, wants to state that an important letter may be lost from your post office. It was the letter of my appointment to a new job. After

my selection the appointing authority has sent it by post. But fifteen days have gone past hence the letter has not reached to me yet. If the letter does not reach me within three days, I will not be able to join my post.

Therefore, I appeal to you to kindly look into the matter and take immediate step to send me the letter at the earliest. Expecting effective measure from you.

Yours faithfully
Srikanth Kumar.