
LETTER WRITING

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Definition

A letter is a written message that can be handwritten or printed on paper. It is usually sent to the recipient via mail or post in an envelope,

Types of letter

Formal Letters - written for professional (official and business) communication.

Informal Letters - written for personal (family and friends) communication.

Formal Letter

Types of formal Letters

Letter of Enquiry

Order Letter

Letter of Complaint

Reply to a Letter of Complaint

Promotion Letter

Sales Letter

Recovery Letter

Format of Formal Letter Writing

Sender's Address

Date (November 22, 2023)

Receiver's Address

Salutation Dear ({Person's name})

Body of the letter

Ending (Best Regards, Yours truly, Best Wishes, etc.)

Signature line → sender's name, signature, and Designation

Tips For Writing A Formal Letter

- **Be clear and concise:** Be clear about the purpose of your letter since the beginning and make it to the point
- **Use the correct tone:** Make sure that the tone of the letter is positive and formal. You are required to be polite and respectful in your language while writing a formal letter.
- **Use the proper format:** Formal letter requires to include all the necessary elements discussed above in the article like recipient's name, address, your signature and more.
- **Proofread:** After you are done writing your letter, make sure you proofread it a couple of times to make sure that it is free of any formatting or language errors.

Formal Letter Example

Business Letter Format

Your Street Address
Your City, State Zip
Date

Heading

Inside Address

First and Last Name of the Person to whom you are writing
Their Street Address
City, ST Zip

Salutation

Body

Dear Mr./Ms. Full Name:

You do not want to indent when you are using this format. This is the best format to use when you are writing a persuasive letter. You want to introduce yourself and the topic you are writing about to the reader. Remember that the first rule of writing is to know your audience. In a persuasive letter, you state your opinion or your feelings about something that is important to you after you have introduced yourself. You must sound as professional and passionate as possible. You do not want to belittle the reader or they will not finish reading your letter. Your letter needs to have the facts, reasons, and examples to support your position. Address issues that your reader may have in their argument.

In a second paragraph, you must have solutions. Without solutions, you are only complaining. Offer assistance in solving the problem. Remind the reader where they can contact you.

Sincerely yours,

Signature

A. Student

Informal Letter

Types of Informal Letters

Invitation letters

Condolence letters

Requesting for help

Congratulate someone, etc

Format of Informal Letter Writing

Recipient's Address

Date (November 22, 2024)

Salutation (Dear, My dear, Dearest, and so on)

Body of the letter

Ending (I am looking forward to seeing you, I am looking forward to hearing from you , I can't wait to see you soon, etc)

Signature line (Lots of love,Abhay Singh)

Informal Letter Example

129, Navyug Apartments

Pitampura, Delhi-110034

March 01, 2019

Dear Rudra

It's been a while since I've heard from you. Where have you been? I hope this letter finds you in the best of your health.

As summers are approaching, I was thinking if we could spend the summer break together at my place in Mumbai. I will introduce you to all my friends and close relatives. I will give you a city tour as well. We will spend some quality time in the afternoons near the sea shore. To add cherry on the cake, the weather here is very pleasant during those days due to sea winds.

I am excited even at the thought of you and I spending the summer together after so long. I have to tell you a lot of things and expect the same from you. Give my regards to aunty and uncle!

Hope to see you soon.

Yours lovingly

Sakshi/Saksham

Thank you