

Mahesh Public School, Jodhpur

Class - VIII

Subject- English

Letter Writing

Letter writing is an important channel of communication between people who are geographically distant from one another. In earlier times when the telephone and e-mail were not available. The only means of communication between people was through letters.

Letter writing is a skill that has to be developed. In general there are two types of letters: formal, that are written to convey official business and information and informal, which are personal letters to communicate with friends and family. Formal letters are sent out when we need to write to various public bodies or agencies for our requirements in civic life. For example, we might have to ask for a certificate or to inform a change in our address. A letter is usually one in a series of exchanges between two people or parties.

Types Of Letters :

Let us understand that broadly there are two types of letter, namely formal letter, and informal letter. But then there are also a few types of letters based on their contents. Let us have a look at few types of letters:

- **Formal letter:** These letters follow a certain pattern and formality. They are strictly kept professional in nature, and directly address the issues concerned. Any type of business letter or letter to authorities falls within this given category.
- **Informal letter :** These are personal letters. They need not follow any set pattern or adhere to any formalities. They contain personal information or are a written conversation. Informal letters are generally written to friends, acquaintances, relatives etc.
- **Business Letter:** This letter is written among business correspondents, generally contains commercial information such as quotations, orders, complaints, claims, letters for collections etc. Such letters are always strictly formal and follow a structure and pattern of formalities.
- **Official Letter:** This type of letter is written to inform offices, branches, subordinates of official information. It usually relays official information like rules, regulations, procedures, events, or any other such information. Official letters are also formal in nature and follow certain structure and decorum.

- **Social Letter:** A personal letter written on the occasion of a special event is known as a social letter. Congratulatory letter, condolence letter, invitation letter etc are all social letters.
- **Circular Letter:** A letter that announces information to a large number of people is a circular letter. The same letter is circulated to a large group of people to correspond some important information like a change of address, change in management, the retirement of a partner etc.
- **Employment Letters:** Any letters with respect to the [employment process](#), like joining letter, promotion letter, application letter etc.

Letter Writing Tips:

- Now that we have learned the basics of communicating via letters and the types of letters as well, let us focus on some tips for the actual letter writing.

1] Identify the type of letter

- This obviously is the first step of the letter writing process. You must be able to identify the type of letter you are to be writing. This will be dictated by the person the letter is addressed to and the information that will be conveyed through the letter. Suppose you were writing to the principal of your college to ask for leave, this would be a formal letter ([Types of formal letters with samples](#)). But say you were writing to your old college professor catching up after a long time. Then this would be a personal ([informal](#)) letter.

2] Make sure you open and close the letter correctly:

- Opening a letter in the correct manner is of utmost importance. Formal letters open with a particular structure and greeting that is formal in nature. Informal letters can be addressed to the person's name or any informal greeting as the writer wishes. Even when closing the letter, it must be kept in mind what type of letter is being written. Formal letters end respectfully and impersonally, whereas informal letters may end with a more personal touch.

3] Establish the main intent of letter:

- Once you start writing, make sure to get to the point as soon as possible. Especially in formal letters, it is important to immediately make clear the purpose of the letter.

4] Be careful of the language:

- A letter is always supposed to be polite and considerate. Even if it is a complaint letter, the point must be made in a careful and courteous manner. So it is necessary to use polite expressions and civil language in all types of letters.

5] Length of the letter:

- And the other important factor to be considered is the length of the letter you are writing. It should be kept in mind that formal letters are generally to the point, precise and short. Lengthy formal letters tend to not have the desired effect on the reader. The length of an informal letter is determined by the message in the letter and the relation to the recipient

Format of Formal Letter:

The following points need to be taken into consideration while writing a **Formal letter**-

- a. A **Formal Letter** strictly follows the **prescribed Format** for writing a **Formal Letter**.
b. Use of colloquial words, abbreviations and slang language should be restricted while writing a **formal letter**.
c. A **Formal Letter** must be precise and to the point.
d. The Subject line is very important in a **Formal Letter**.

The **Format of a Formal Letter** is as follows –

1.Sender's address: The address and contact details of the sender are written here. Include an email and phone number, if required or if mentioned in the question.

2. Date: The date is written below the sender's address after Leaving one space or line.

3. Receiver's address: The address of the recipient of the mail (the officer/principal / Editor) is written here.

4. The subject of the letter: The main purpose of the letter forms the subject. It must be written in one line. It must convey the matter for which the letter is written.

5. Salutation (Sir / Respected Sir / Madam)

6. Body: The matter of the letter is written here. It is divided into 3 paragraphs as follows –

Paragraph 1: Introduce yourself and the purpose of **writing the letter** in brief.

Paragraph 2: Give detail of the matter.

Paragraph 3: Conclude by mentioning what you expect. (For example,

a solution to your problem, to highlight an issue in the newspaper, etc).

7. Complimentary Closing

8. Sender's name, signature and designation (if any)

Sender's address
Date
Receiver's Address
Subject
Salutation
Body of the letter
Complimentary closing
Sender's Name, signature and designation

Format of Informal letter :

The following points need to be followed while writing an Informal letter-

- a) An **Informal Letter** does not strictly follow the prescribed Format.
- b) The language of an **Informal Letter** must be friendly and casual.
- c) An **Informal Letter** can have extra information.
- d) The Subject line is not required in an **Informal Letter**.

The **Format of an Informal Letter** is as follows

1. **Address:** The address of the sender is followed by that of the receiver.

2. **Date:** The date is written below the address after leaving one line.

3. **Salutation** / Greeting (Dear / Hi / Hello)

4. **Body:** The matter of the letter is written here. It is divided into 3 paragraphs as follows -

- a) **Paragraph 1:** beginning
 - b) **Paragraph 2:** Main content.
 - c) **Paragraph 3:** ending
5. Sender's name and signature.

Address
Date
Salutation
Body of the letter
Sender's Name and signature

Sample letters:

Here are some solved questions on letter writing:

1. Write a letter to the Mayor of your city seeking a solution to the problem of waterlogging in your area. You are Raj / Rani of Dharma Colony, Ramgarh.

14/ 8, Dharma Colony Ramgarh.
Date: 20 April 2020
The Mayor Ramgarh

Subject: Complaint regarding the problem of waterlogging in Dharma Colony
Sir / Madam
<p>I am Raj, a resident of Dharma Colony. The residents of the area are facing a lot of problems due to waterlogging.</p> <p>Every year in the monsoon season, the area gets filled with water as the drainage system gets choked. We have requested the area committee many times, but the situation is still the same. The residents' lives have become miserable as many water-borne diseases have spread. All the houses are submerged, and we are facing a tough time.</p> <p>Please consider the issue as seriously and find a solution at the earliest.</p>
Yours Sincerely
Raj

2 You are Garima / Gaurav. Write a letter to your friend Sanjana / Sanjay, inviting her / him to your birthday party. Give details regarding the day, time, venue, etc. Add interesting details like theme, dress code, etc.

<p>45, Jan Marg Delhi. 33, Khan Gali Delhi.</p>
Date: 20 April 2020
Dear Sanjay
<p>Hi! You are invited to my birthday party on 25th August.</p> <p>The party will be at Archie's Place, Nehru Park from 4:00 to 7:00 PM. As the party is based on 'Spiderman' theme, please wear a dress in red/black color combination. It will be fun as I have arranged a Mask game, a 'Spidey' web game and a never – seen – before neon light and music show. I am very excited as I will wear a special Spidey costume designed by my sister.</p> <p>Please come as it will be good to have your company. Also, bring your brother Saurav.</p> <p>Waiting for your confirmation.</p>

Gaurav

Practice questions:

- 1 Write a letter to the editor on the topic " Street light problem" .
- 2 Write a letter to your friend congratulating him/her on his/her success in class 12th board.