

Letter Writing

1. To the Editor (*drawing the public's attention towards social or common issue*)

2. Complaint

3. Enquiry (*planning a trip, details for journey, function*)

4. Placing Order (*books, equipments etc.*)

Format

Note:- on the left side of page and next to the margin

1. Sender's Address- who wants to write a letter

2. Date- Date/Month/Year

Month/Date/Year

3. Receiver's address- who receives letter

4. Subject of the letter- main purpose/aim in 4-5 words. It must be short.

5. Salutation- Respected Sir/Ma'am

6. Body:- this part of the letter is very important. It contains 3 paragraphs.

1st paragraph- introduce the purpose of writing a letter.

2nd Paragraph- Matter in detail

3rd Paragraph- Conclude your letter by mentioning the solution if any.

7. Complimentary Closing- Thanking You

Yours faithfully/
sincerely/truly

8. Sender's Name- XYZ , if not given in question