

# Formal Letter

## STUDY NOTES

- ✧ **Sender's address:** The address and contact details of the sender are written here.
- ✧ **Date :** The date is written below the sender's address after Leaving one space or line.
- ✧ **Receiver's address:** The address of the recipient of the mail
- ✧ **Salutation:** (Sir / Respected sir / Madam)
- ✧ **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.
- ✧ **Body:** The matter of the letter is written here. It is divided into 3 paragraphs as follows -
  - ◆ **Para 1:** Introduce yourself and the purpose of writing the letter in brief.
  - ◆ **Para 2:** Give a detail of the matter.
  - ◆ **Para 3:** Conclude by mentioning what you expect. (For example, a solution to your problem, to highlight an issue in the newspaper, etc).
- ✧ **Leave-taking :** Sender's name, signature and designation (if any)