Teacher: **Ms. Mokshda Manchanda**
Subject: **AECC English**

TOPIC:
LETTER WRITING

- Letters are brief messages sent to recipients, as means of written communication. Depending on the requirement, it is both handwritten and posted or typed and sent via online means to the specific receiver.
- The nature of communication depends on the requirement and context. Based on the same, letters can be classified into two types: Formal and Informal.
- **Formal Letter** are letters written within a professional atmosphere. For example: by employers, employees, principal, business delegates, organization etc.
- Formal letters have a structure and format. They are strictly professional in matter and directly address the concern with no room for personal greeting or information. All sorts of official and business letters come under this category.
- In formal letter writing, precision and clarity of meaning are extremely important. Time is a valuable resource, and precise communication helps save the time of the writer as well as of the recipient.
- **Informal Letters** are letters written within our personal circles, i.e. to friends and family. Since they are personal letters, they do not follow a strict structure or format.
- Informal letters contain personal information so it is the writer's outlook how he or she needs to frame the language and how precise it needs to be. Informal letters are subjective.

Structure and Format of Formal Letters:
Unlike personal letters, formal letters have a distinct structure and layout. One needs to be familiar with not only the different elements or parts of a letter but also their positioning in the letter and the purpose for which they are included in the letter. Several of these elements appear in all letters, while others appear only when desirable or appropriate.

- Subject: The subject of the letter should be short and an introduction to the theme of the letter. It is the highlight of the letter or briefing line to introduce the motive of the letter. For example: "Permission for leave" "Complain against plastic burning in the society" "Request for permission" "Acceptance of funds"
- Introduction: The introduction outlines the subject of the letter and elaborates the purpose of "why" the letter has been written. It usually begins with:
- Main Content: It tries to provide maximum information for the concerned subject.
- Conclusion: It is the complimentary closure to the entire letter. It should end with a vote of thanks and regards in order to form a good association with the recipient.

FORMAT OF A FORMAL LETTER
(my own comments are *italicized)*

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1. Sender's address
   House no. 123,
   ABC Apartments,
   XYZ Town,
   City, State,
   Pin Code

2. Date: 19th April 2020 (can also be written as April 19, 2020)

3. Receiver's Name/Designation
   Receiver's address

4. Salutation
   Dear Sir/ Madam,
   In case you are not clear about the receiver's preferred pronoun or salutation, you could use both sir/madam, or politely ask and then follow and respect their choice.

5. Subject
   What are you writing about, in a precise one line with proper capitalisation.
   For ex.
   SUBJECT: INFORMATION REGARDING LAST WEEK'S INSPECTION

6. Body of the letter
   (Introduction -- Main Content -- Conclusion)
   Main Content may not necessarily be written in a single paragraph and may be divided into sub-categories depending on what is being communicated.

7. Signature of Sender
   Yours sincerely/faithfully/Regards
   In case it is two worse, the initial letter of the second word should be in smallcase, i.e.
   Best regards, Warm wishes, Yours sincerely
   Sender's Name
   Sender's professional designation.