

How to write Formal Letter?(Application Letter)

Instructions for teachers and parents/ Facilitators:-

1. Give Students format of letter.
2. Providing Templates.
3. Guide the students to write formal English language.
4. Discuss the stages and steps:-
5. Beginning
6. Body
7. Conclusion
8. How to write Letter in block format.



Instructions for Students:-

1. Understand the format, templates of formal letter.
2. Use formal language.
3. Opening sentence should explain the purpose of letter.

Learning Activity:- 1. Formal Letter format

Sender's name,

Address,

Date.

To

Receiver's address,

Designation,

Company Name,

Address.

Subject:

Salutation (Dear Sir, /Madam)

Body of letter

[Write 2-3 paragraphs including the reason behind the letter to keep the letter concise without dragging too much]

Thanking You.

Yours Sincerely

Name

Signature

2. Write an application to the headmaster of your institutions to grant concession in fees.

Ravi Jadhav.
10th std . Div. A
Sarswati Vidyalaya,
26 July, 2021

To,
The Head Master
Sarswati Vidyalaya,
Paranda Dist. Osmanabad.
Sub : To grand concession in fees.

Respected sir,

With all due respect and honour, I beg to state that I belong to a lower-middle-class family. My father (the only bread-earner in my family) lost his job as a consequence of COVID 19 . I am unable to pay my school fees any longer. Our family already doesn't have enough resources at our disposal I will have to drop out of school because I do not have enough money to pay the fees. Therefore, it is my humble request to you to please give me a fee concession. I am a hardworking student who has an excellent academic record to back this kind of request. I will never forget this generosity of yours.

Thanking you .
Yours Obediently
Ravi Jadhav.

Solved Activity/Demo:-

You are Radhey /Rashmi Jadhav. Write a letter to The Chief Officer of Pollution Control Office, Nagpur. To arrange campaign for Celebrating Diwali without crackers.

Radhey Jadhav,
B/651 Ram Apartments
CA Road,
Nagpur.
17 June, 2021

The Chief Officer
Pollution Control Office
Nagpur
Sub: Campaign for Celebrating Diwali without crackers.
Dear Sir,

This letter is with a humble request to organize an awareness campaign among the general public for celebrating Diwali festival without crackers in order to stop air pollution.

We need to make general public aware that celebrating Diwali without crackers does not ruin the festival of lights. It will actually spare citizens from lethal doses of toxic substances that are not measured in routine pollution checks such as mercury, lead and aluminum.

The Pollution Board needs to conduct a thorough campaigning by displaying the information about the harm caused by fire crackers much more aggressively. Stringent measures are required to be taken by the Board for controlling the burning due to crackers which can only be done by putting a ban on bursting crackers and cautioning people against burning of crackers.

Thanking You.
Yours Faithfully,
Radhey Jadhav

Practice:

Q.1 Write a letter of application to the principal requesting him/her to issue a duplicate copy of leaving certificate.

Use the information given below.

Applicant: Riya / Ritesh Patil, School: Shri Rajendra High school, Mahal, Nagpur. Class: X, Division: B, Register No.10011,

Reason: Qualified for Abroad Scholarship Examination, have to submit the documents.

Riya Patil,
10th Std . Div. B
Shri Rajendra High school,
Mahal, Nagpur
26 July, 2021
The Head Master
Shri Rajendra High school,
Mahal, Nagpur

Sub : To issue a duplicate copy of my Leaving Certificate.

Respected sir,

I Riya Patil studying in Shri Rajendra High school, Mahal, Nagpur (Class: X, Division: B, Register No.10011) request you to kindly issue me a duplicate copy of my leaving certificate as I've been qualified for a scholarship examination which will help me achieve my dream of studying abroad. I have been asked to submit my documents for the same. Please consider my request as soon as possible and grant me the TC.

Thanking you .

Yours Obediently

Riya Patil

Q.2 Complaint letter

Write a complaint letter regarding irregular electric supply in your locality.

(Use the following Points)

A. Duration of the problem

B. Its Impact

C. Request to solve the problem

Soham Joshi.
Pimpalgaon Baswant,
26 July, 2021.

To,
The Electric Department Officer,
Municipal Corporation of Nashik Electricity Department.

Sub : Complaint letter regarding irregular electric supply in our area.

Respected sir,

I would like to draw your attention to the irregular supply of electricity in our area for many days. Due to inadequate supply of electricity, we are facing many problems on daily basis. Due to pandemic, all the students are having their online classes from home with the mobile phones and laptops and also the offices have given work from home.

We hardly have six to seven hours of power supply during the day and four hours during the night, which is not at all-sufficient. Moreover, the prevailing darkness is paving way for wrongdoers. Incidents of theft and robbery are also increasing.

So, I request you to personally look into the matter and resolve the issue as soon as possible. An early action in this regard shall be highly needed. If you do the needful then I shall be very much thankful to you.

Thanking you .

Yours Faithfully

Soham Joshi

Q.3 Complaint letter to authority about prolonged road repair.

Write a letter to the Chief Executive Office, municipal corporation, Aurangabad to complaint about the inconvenience cause by prolonged road – repair work going on in your area.

Evaluation:-

Sender's Address and Date	½ Mark
Recipient's Address	½ Mark
Subject	½ Mark
Main Body	2 Mark
Subscription /Closing	½ Mark
Grammar	1 Mark
	Total 05 Mark

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