

# Formal Letter

**We can write to:**

- \*Letter to Teacher, Principal,**
- \*Letter to Editors,**
- \*Letter to Organizations (applying for job, or other reasons)**
- \*Letter to government officials (Police, Meyer, etc.)**
- \*Manager of the company**

# Purpose of Formal Letter:

Formal letter:



Sub : .....

Respected Sir, .....

} ← Subject + Salutation  
(विषय + संबोधन) 1/2 mark

Self introduction and introduction of the subject in short. ....

Use of the given points in elaborated form. Use grammatical structure while writing it. ....

← Main Body of the letter  
(पत्राचा मुख्य भाग/विषय)  
2 marks

Conclude your letter properly with your expectation from the person to whom you have written the letter. ....

← Subscription/Closing  
(पत्राचा शेवट)  
1/2 mark

Thanking you. ....

Your/Yours .....

Name of the sender .....

Correct use of Grammar in the letter. ← 1 mark

**1) Look at the following poster. Write a letter to the President of Yashwantrao Chavan Secondary School's Students Organisation for social service. (SOSS) thanking him for informative and appealing poster. Use the points given in the poster. Add your own points.**

# Let Us Stop Global Warming

How to save our Mother Earth from Global Warming:

- Share your vehicles
- Use Internet for all business
- Reduce the use of home appliances like  
Refrigerators
- Start using recycle base articles
- Change from plastic to paper

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- Use cotton clothes than silk rayon clothes
- Use cotton bags or paper bags than plastic bags
- Avoid use and throw articles
- Let us grow at least a tree in every house

Issued in the Public Interest By

Yashwantrao Chavan Secondary school's

Students Organisation for Social Service

(SOSS) and Members of ECO CLUJB

**Prasanna Kale.**

**Tai Niwas,**

**Nana Apartments,**

**Hadapsar.**

**20 January 2020.**

**To,**

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**The President,**

**Yashwantrao Chavan Secondary School's**

**Students organisation for social service,**

**Karad.**

**Subject- Thanks for informative and appealing poster**

**Dear Sir,**

**I am Prasanna Kale. I am a student of a well-known school in Hadapsar. I came across your informative and appealing poster about Global Warming in a leading newspaper. It is a very useful poster on Global Warming. All the solutions are very practical to overcome the problem of Global Warming. I would like to express my special thanks to you. Your work is really inspiring.**

**Please continue your work of awareness among people. Will you prepare posters on saving energy and about rain water harvesting?**

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**Thank you,**

**Yours faithfully,**

**Prasanna Kale.**

**1) Look at the following poster. Write a letter to the officer of district Information and Technology, Satara. Thanking him for the informative and guiding poster. Use the points in the poster. Add your own points.**

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## **Safety Tips for Net Kids:**

- **Never give out personal information such as phone number, address, photos and passwords**
- **Do not say yes to any gifts, rewards declared in your name. You may be in trouble.**
- **Be careful while starting and closing the website.  
Be sure about what you want watch.**
- **Never meet your online friend alone.  
Make sure you are with your parents or trusted adults.**

**Information & Technology  
Department, Satara.**

Rachna Mane.  
Balai Niwas,  
Sahkar Nagar,  
Karad.

13 Dec 2019.

To,

The District Officer,  
Information and Technology Department,  
Satara.

Subject- Thanks for the poster of net kids safety.

Dear Sir,

I am a student of a well known school in Karad. I came across your poster of safety tips for net kids in a local newspaper. I am greatly impressed by your safety tips. Those tips are very useful for net users. I assure you that I will follow all those safety tips while surfing net. I will inform all those tips to my friend. I would like to express my gratitude for preparing informative and guiding poster. Please make such informative and guiding posters for ATM users and Net banking users. Will you continue your awareness programme?

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Thank you,

Yours faithfully,  
Rachna Mane.