



**ENGLISH में**

**LETTER** या   
**APPLICATION**

**Class-21**

**कैसे लिखें?**

अब **ENGLISH** सीखना हुआ

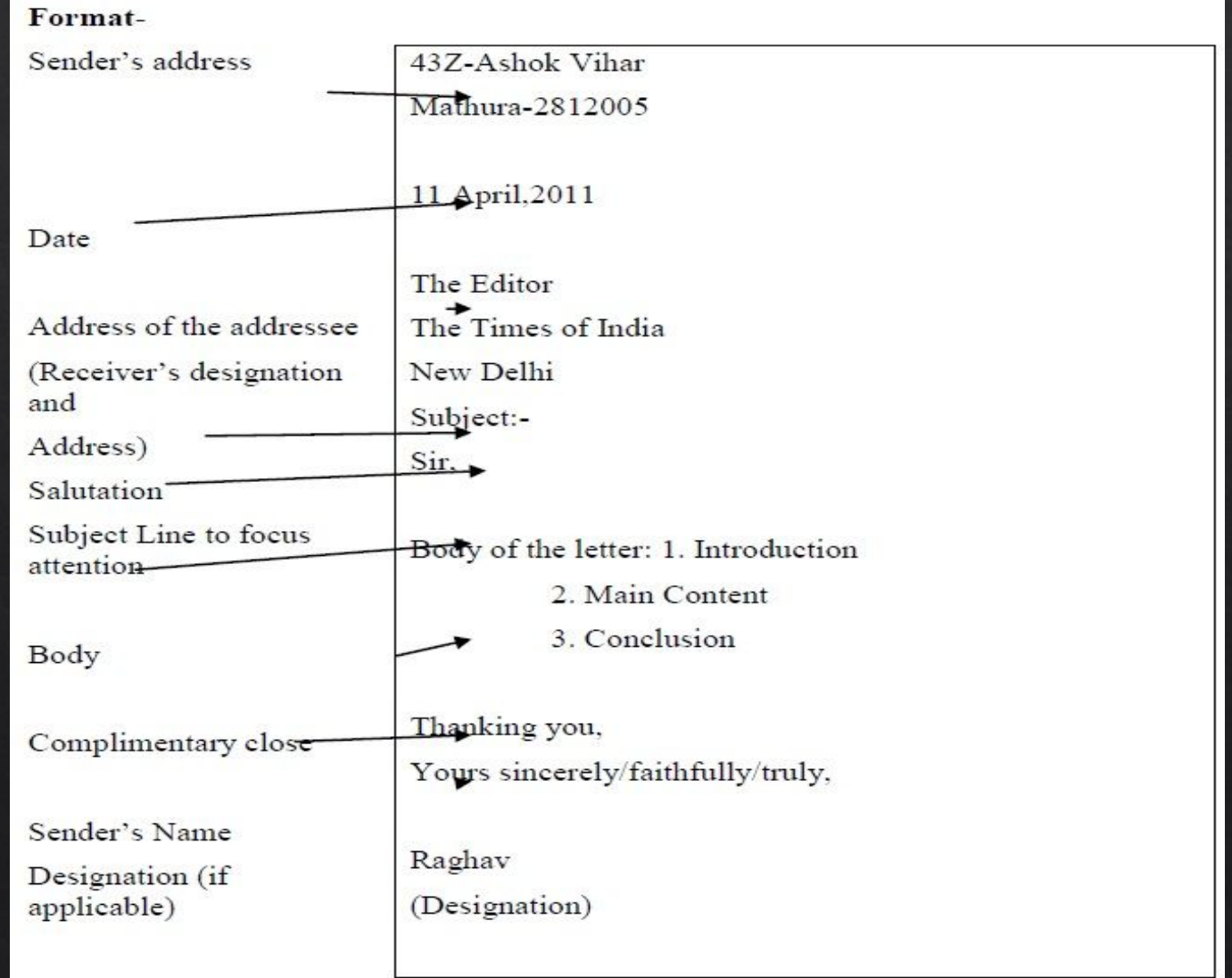
**बहुत आसान**

**• LIVE  
8 P.M.**

# Letter Writing

## Two types of letter: Formal and Informal

1. **Sender's Address**
2. **Date**
3. **Receiver's Address**
4. **Subject of the Letter**
5. **Salutation**
6. **Body of the Letter**  
(2 to 3 Paragraphs)
7. **Complimentary Closing**
8. **Signature**



# Do's for Writing a Formal Letter

1. **Maintain a formal and professional tone throughout the letter while maintaining politeness.**
2. **Wrap up the sender's and receiver's addresses in 4 to 5 lines.**
3. **Keep the entire letter aligned to the left.**
4. **Write the designation of the receiver in the receiver's address.**
5. **Write the date in the DD (Month) YYYY format, i.e. as 21 September 2022.**
6. **Underline the subject of the letter when submitting a written formal letter.**
7. **Keep the salutation simple and polite like "Sir", "Ma'am" or "Dear Sir/Ma'am".**
8. **Introduce the main purpose of writing the letter in the opening paragraph itself.**
9. **Keep the letter concise, precise and including major details.**
10. **Use a formal complimentary closing like "Yours Sincerely", "Yours Faithfully" etc.**
11. **Write your full name as a signature.**

# **Don'ts for Writing a Formal Letter**

- 1. Avoid making the sender's or the receiver's address too detailed.**
- 2. Don't add a comma after every line of the sender's or receiver's address**
- 3. There is no need to indent any part of the letter according to the latest format of writing a formal letter.**
- 4. Avoid using informal language in the letter.**
- 5. Avoid using informal and personal salutations like dearest, loveliest etc.**
- 6. Avoid any spelling or grammatical errors in your letter as it creates a negative impression on the reader.**
- 7. Avoid grammatical slangs and fillers like don't, can't, shan't, I'd, I've etc.**
- 8. Don't add unnecessary details in the body of the letter.**
- 9. Do not deviate from the main purpose of writing the letter.**
- 10. Do not use informal closing in the letter.**

# Letter to Editor (Sample)

**Subject: An appeal to raise concern about the improper disposal of protective masks**

**Sir/Madam**

**With great respect and faith in the columns of your newspaper, I, ABC, a resident of LOCALITY am writing to you. (OR I am a resident of LOCALITY and through the columns of your esteemed newspaper, I'd like to bring attention to the issue of....) I want to inform you that face masks, which are widely used for safety against Covid-19, are being discarded in inappropriate locations by a segment of the population.**

**Face masks are being worn by a growing number of individuals to be safe from the disease, but disposing them away anywhere is not acceptable as it can cause many health related as well as environmental issues. People dump these masks carelessly in places like roadsides, pavements, gardens, etc. The elastic bands on these can pose death threat for the animals who mindlessly chew them. Also, these are a hub of germs and microbes and can spread infections. Proper disposal of face masks is crucial for prevention of spread of diseases.**

**I would like to request the residents, through the columns of your prestigious publication to stop careless discarding of their used masks. The government agencies should sensitize people regarding this issue.**

**Thanking you in anticipation**

**Yours sincerely**

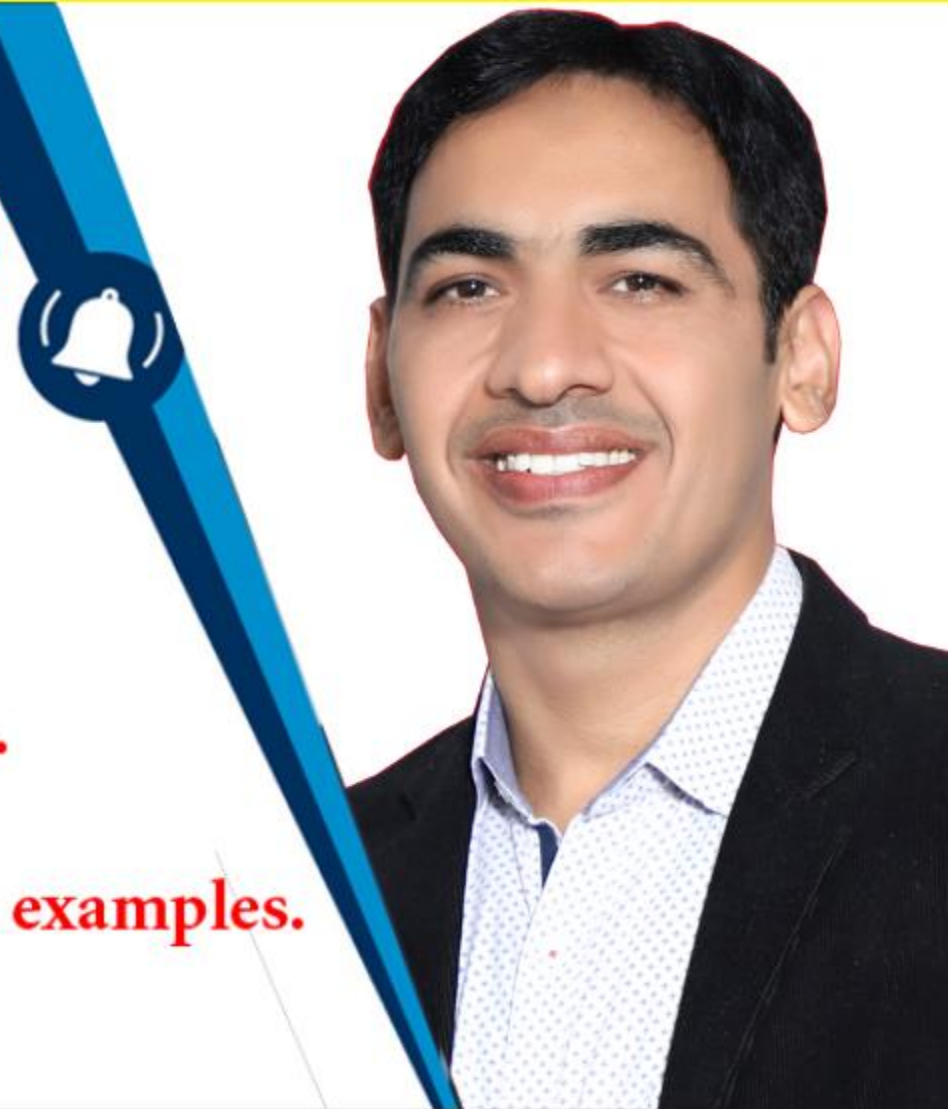
**ABC**

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# Leave application

Sender's Address

Date

Receivers Address

Sub: Application for Leave from 25.12.22 to 31.12.22

Sir

This is to bring to your notice that I am a DESIGNATION in the sales team of your organization and I need leave of absence from 25 December 2022 to 31 December 2022.

Due to certain unforeseen emergencies in my family, I have to visit my hometown and shall not be able to be present at work for the above-mentioned period of time. I shall ensure that all my immediate targets are completed before I leave and that my absence from work does not negatively impact the company's functioning. For any other duties, I have requested ABC to take over. I shall continue to be in contact with my team leader and colleagues in case of any immediate assistance during the period of my leave.

I shall effectively join back from 01 January 2023. I shall be highly obliged if my request is granted.

Yours Sincerely,

XYZ

(Designation)

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# Thanks for watching

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