

LETTER WRITING

Letters are a very effective means of communication for keeping contact with friends and relatives, who live at a distance. They can be used to share most intimate thoughts and feelings, convey messages which we hesitate to utter on phone, to invite, remind, advice and appreciate or to complain. A letter can be more expressive, emotional and can be preserved for posterity.

Broadly speaking, there are two types of letters:

1. Personal letters (Informal letters)
2. Business/official letters (Formal Letters)

1. Personal/Informal Letters

In these letters we use an informal, intimate tone. They are written in a simple, easy to understand, and natural style, just as one talks to a friend or a relative.

Parts of an informal letter

1. **Heading** –It includes the sender's address and is written at the top left hand corner of the letter.

2. **Date** –It appears directly below the address.

3. **Salutation**- It is the usual way of beginning the letter and is written just below the date.

4. **Body** – It forms the very soul of a letter – the message that it carries.

It usually makes use of three paragraphs but may be shorter or longer.

5. **Complimentary close** – It is a polite way of ending the letter. The expression used must match the salutation.

6. **Signature** – It is written just below 'complimentary close' and includes the sender's name and / or signature.

* Organize your ideas before writing the letter.

* Assessment will be based on C.A.L.F. : Content, Accuracy, Layout, Fluency.

SAMPLE INFORMAL LETTER :

Your cousin wants to take to rock climbing and mountaineering. Write a letter to him/her to

- Compliment him/her on the decision
- Advise what he/she should do to learn it
- Offer him/her all possible help

246 Dwarka
Delhi

April 13, 2015

Dear Rashmi

I'm delighted to hear of your decision to be a mountaineer. Please do accept my compliments on your daring decision. I'm sure you'll make a fine climber and mountaineer with the kind of courage, physical fitness and indomitable will that you have.

I think for a start, you should try your hands at climbing poles, trees and walls. Strengthen your muscles by exercising vigorously and develop a firm grip in your hands and feet. Do join NCC at your school which provides excellent opportunities for learning the basics of climbing. Be on the outlook for camps that are organized for youngsters like you. But most importantly, get in touch with the Indian Mountaineering Foundation (IMF) in New Delhi.

Finally, for a would-be mountaineer, education is as important as the oxygen tank. So, don't neglect your studies.

As regards my support and guidance, you can come to me anytime. I'll be very happy to help you as best as I can.

Yours affectionately

Arjun

2. FORMAL LETTERS

Formal letters include letters to officials, editors, business, houses colleagues and mere acquaintances. We use a formal, impersonal yet pleasing tone.

In writing a formal letter, keep in mind the following points :

- Be polite and formal.
- Start by introducing yourself and describing the purpose of writing.
- Briefly describe the news item and date of its publication/give details of what you would like the concerned official to do.
- Give your comments/feedback on it.
- Conclude with a hope, an appeal or a suggestion as required.
- Be straight forward and to the point.
- Be brief and relevant.

FORMAT (FORMAL LETTER)

- SENDER'S ADDRESS
- DATE
- RECEIVER'S ADDRESS
- SALUTATION (DEAR...)
- SUBJECT
- BODY
- (INTRODUCTION, PROBLEM, CAUSE, EFFECTS & CONCLUSION)
- LEAVE TAKING (Yours truly)
- SIGNATURE
- NAME (DESIGNATION)

SAMPLE FORMAL LETTER :

Write a letter to the editor of a leading newspaper to highlight the problem of water shortage in your area in about 120 words.

56 Anjum Road

Dariyaganj

Delhi

October 26 2014

The Editor

The Hindustan Times

New Delhi

Dear Madam

Subject: Need to conserve water.

It's not communal riots, traffic jams or soaring crime graph that pose the gravest threat to the Delhiites; it's a water famine that is raring to happen. With its population bursting at the seams, the capital experiences an acute water shortage, particularly in summers.

Thus the populace has a reason to panic. To make matters worse, people continue to waste precious drinking water in washing cars, bathing animals as well as in making buildings and maintaining gardens. This is absurd and criminal. The Delhi Jal Board also fails to repair or replace leaking water pipes on time.

The need of the hour is to stop the wastage of water and start water harvesting and conservation and even recycling. The government NGO and the public must join hands to prevent Delhi from dying of thirst otherwise we will have "not a drop to drink".

Yours truly

Karan Chaudhary

Practice Question:

- 1) Write a letter to your friend describing him your experience of visiting a historical place. Also highlight the poor maintenance and non availability of qualified guides at such places.
- 2) You are Parveen/Lata of 40 B, Lodi Road Bathinda. You feel concerned about the dangers of tourism to environment. Write a letter to the Editor of a national daily expressing your concern and suggesting some ways to mitigate the harmful effects of tourism.