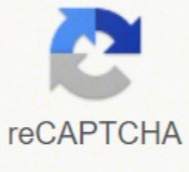




I'm not robot



Open

Formats of writing informal and formal letters-Class IX

TASK 1- Letter Writing

Formal letter

Points to remember

- Try to avoid starting with "I".
- Keep sentences short and to the point.
- Do not use contractions (I've, won't etc).
- End with a short sentence that anticipates the response of the addressee.
- The tone in an informal letter is polite and impersonal.
- Use passive voice where possible.

Letter to the Editor (Important points)

- ✓ Begin with reference to a recent development/ event/ issue
- ✓ Give details of topic—bring out cause-effect relationship.
- ✓ Offer suggestions/ solutions
- ✓ Do NOT ask the editor to solve the problem as he can only voice your views, ideas.
- ✓ Remember that a 'leading national daily' means that a newspaper that is popular across the country and is circulated on an everyday basis.

FORMAT:

FORMAL LETTER

Sender's address

Date

Receiver's Name, Designation & Address

Subject: (Underline the subject)

Dear Sir / Madam

Content

Para 1 -Opening statement—introducing oneself, stating the purpose of writing the letter

- Through the columns of your newspaper, I wish to highlight/bring to your notice/express my concern...
- This is with reference to...
- This is to bring to your notice that...

Para 2 -Reasons advanced/Describe the nature of the complaint/problem [cause and effect of the problem]

- has led to
- As a result.....

Para 3-Suggestions to solve the problem at an individual level and as a group

- I feel that
- In my opinion
- I suggest that.....

Formal Letter Format

[DATE]

Dear [RECIPIENT NAME],

This letter is written in connection to the issue I have with a product that I brought from your store.

On [DATE 1], I went to the store [NAME] in [AREA/PLACE] to buy a [PRODUCT/SERVICES]. I was going to use it for [REASON]. I am disappointed to inform that the [PRODUCT/SERVICES] had a manufacturing defect. I went to the store to make a request for replacement but they rejected my request.

Therefore I am formally registering a complaint regarding the product as well as the poor customer service provided by the store. It is my request that you look into the matter and revert back to me as soon as possible.

Thank you for taking the time to read my letter.

Regards,

[YOUR SIGNATURE]

[YOUR NAME]

Alice Johnson
 14 Jervis Street
 Portland, Maine 04101
 202-555-8888
 Alice@premiumtemplates.com

January 14, 2019
 Dark Smith
 Human Resources Manager
 Veggie Co
 202 Main Street
 Portland, Maine 04101

Dear Mr. Smith,

I am feeling glad to know that when my former co-worker, Jay Lopez, told me about your opening for an administrative assistant in your Portland office, it is a very vibrant opportunity. A long-time Veggie Co customer and an experienced admin, I would love to accompany you and help you

- delivering the goods to mission of making healthy produce as available as possible.

I've worked a lot for small companies for my entire career, and am too passionate about it and would like the opportunity to meet every help and work with the team to succeed more and more. In my latest role as an administrative assistant at Beauty Shop, I learned my employees thousands of dollars in time savings by implementing a self-scheduling system for the customer service reps that cut down on cancelled jobs. I also learned how to design time sheet coding, and performed my Excel skills.

I've enclosed my resume for your further consideration and hope to speak with you soon about your needs for the role and expecting a feedback from your side soon.

Best Regards,

Alicebeth Johnson

Signature

July 1, 2025

Martin Love
Sr. Data Analyst
Cloud Clearwater
100 Orange Circle
Seattle, WA

Dear Mr. Love,

It is my pleasure to strongly recommend Wendy Jones for the Jr. Data Analyst role with Cloud Clearwater. I am Rosa Gomez, a project manager at Crane & Jenkins. I have 12 years of experience working in the tech industry and have seen many young professionals come and go. Ms. Jones is one individual I have worked with who uniquely stands out.

During our time together, Wendy displayed great talents in data analytics. When we first met, I was immediately impressed with Wendy, but during the time worked together, her understanding of analyzing data to achieve results for our company grew far more than that of her peers.

It's not just her technical skills that impress me, however. Wendy was a joy to work with because of her amazingly positive attitude and ability to communicate across teams. Her focus and attention to detail were also necessary and valued not just by myself, but by her peers, who often relied on her to get the job done.

I am absolutely confident that Wendy would be a great fit at Cloud Clearwater. Not only will she bring the kind of skills and experiences you're looking for in an applicant, she will quickly become an asset and help your company grow in any way she can.

If you need more information or specific examples, please do not hesitate to contact me at 555-111-9999. As a recommendation letter likely only provides a snapshot of her talents and achievements, I would be happy to further elaborate on my time working with her.

Sincerely,

Rosa Gomez
Sr. Marketing Manager

www.papers44.com

Casey Amore
2354 West Main St.
Carlton, Florida 32990-9345

March 31, 2013

Ms. Amanda Lesser
Florida Studios
1290 Studio Plaza
Orlando, Florida 32819-7610

Dear Ms. Lesser,

My previous work experience and leadership roles make me an ideal candidate for a summer internship with Florida Studios. Your company has an excellent reputation for customer satisfaction, and I know that the combination of my experience, education, and motivation to excel will make me an asset to your marketing department.

My experience in sales and customer service, combined with my courses in psychology, has convinced me that hospitality marketing is a career option that would suit me well. In my position with Drake Productions last year, I was recognized as the top sales associate in their summer program. I am sure that I can put this same skill to use for you, and yet continue to improve upon it as I learn from some of the top marketing executives in the business.

I look forward to contacting you within a week to talk about the possibility of an interview. Should you have any questions before that time, you may reach me via phone (386-555-2922) or via email (era8z@virginia.edu).

Thank you for your time and consideration.

Sincerely,

Casey Amore

Formal letter writing format class 8. Formal letter writing format in marathi. Formal letter writing format in kannada. Formal letter writing format class 10. Formal letter writing format in hindi. Formal letter writing format class 11. Formal letter writing format 2021. Formal letter writing format to principal.

Note that in this example, Nicole knows Jason Andrews well enough to use his first name in the salutation. Here's more information on free Microsoft Word letter templates. Here are more examples of letters and email message formats that you can use as a starting point for your own correspondence: Knowing how to write business letters is an essential skill, so here are several additional articles for you to learn more: Start with the basics on how to write a business letter using a general format, and review various business letter templates. In addition, you can look at these employment-related business letter examples. The font size should be 10 or 12 points. Business letters should always be printed on white bond paper rather than on colored paper or personal stationery. The following sample letter format illustrates the information you need to include when writing a letter, along with advice on the appropriate font, salutation, spacing, closing, and signature for business correspondence. I'm tendering my resignation now so that I can be as helpful as possible to you during the transition. I've truly enjoyed my time working with you and everyone else on our team at LMK. It's rare to find a customer service role that offers as much opportunity to grow and learn, as well as such a positive, inspiring team of people to grow and learn with. I'm particularly grateful for your guidance while I was considering furthering my education. Single space your letter and leave a space between each paragraph. If you're sending an email letter, here's what to include and how to format your signature. Correct formatting is especially important if you're sending a hard copy to the recipient rather than an email because the letter needs to fit the page and look good. Then, before putting your letter in an envelope, sign above your typed name using black or blue ink. If you are using Microsoft Word or another word processing program to write your letter, there are templates available that can help you format your letter correctly. If you plan to send an email, review these guidelines for professional emails and letter writing. Use a plain font such as Arial, Times New Roman, Courier New, or Verdana. Review more details about formatting and take a look at another example of a business letter format. Closing Best regards, (Closing Examples) Signature Handwritten Signature (For a hard copy letter, use black or blue ink to sign the letter.) Typed Signature Here is a sample letter that you can download (compatible with Google Docs and Word Online), or you can see the text below. If you like to learn by looking at examples, there are many types of business letters to choose from, such as cover letters, interview thank-you letters, follow-up letters, job acceptance or rejection letters, resignation letters, and appreciation letters. For instance, "Dear Pat Crody" instead of "Dear Mr. Crody" or "Dear Ms. Crody." If you do not know the recipient's name, it's still common and acceptable to use the old-fashioned "To Whom It May Concern." Body of Letter The first paragraph of your letter should provide an introduction as to why you are writing so that your reason for contacting the person is obvious from the beginning. Then, in the following paragraphs, provide specific details about your request or the information you are providing. The last paragraph of your letter should reiterate the reason you are writing and thank the reader for reviewing your request. If you do not know the person's gender, you can write out their full name. If appropriate, it should also politely ask for a written response or for the opportunity to arrange a meeting to further discuss your request. @ The Balance 2020 Nicole Thomas 35 Chestnut Street Dell Village, Wisconsin 54101 555-555-5555 nicole@thomas.com August 3, 2020 Jason Andrews Manager LMK Company 53 Oak Avenue, Ste 5 Dell Village, Wisconsin 54101 Dear Jason, I'm writing to resign from my position as customer service representative, effective August 14, 2020. I've recently decided to go back to school, and my program starts in early September. Today, a printed letter is usually reserved for important professional communications, such as recommendation letters, job cover letters, resignation letters, legal correspondence, and company communications. Contact Information (Include your contact information unless you are writing on letterhead that already includes it.) Your Name Your Address Your City, State Zip Code Your Phone Number Your Email Address Date Contact Information (The person or company you are writing to) Name/Title Company Address City, State Zip Code Greeting (Salutation Examples) Dear Mr./Ms. Last Name: Use a formal salutation, not a first name, unless you know the person well. Leave a blank line after the salutation and before the closing. Your support has meant so much to me. Please let me know if there's anything I can do to help you find and train my replacement. Thanks, and best wishes, Nicole Thomas (signature hard copy letter) Nicole Thomas To make sure your letter looks professional, follow these tips: Your letter should be simple and focused; make the purpose of your letter clear. Not all business letters are printed out and mailed. Since a letter is a formal mode of communication, you'll want to know how to write one that is professional. Be on the lookout for formatting errors, such as two paragraphs that don't have a space in between them or lines that are indented incorrectly. Then print it out and read it through at least one more time, checking for any errors or typos. This is important as it's often easier to spot errors on a hard copy. Reading it out loud is a good way to catch a mistake. Once you have written your business letter, proofread it and spellcheck it on the screen. You'll find all those along with samples of business and employment-related letters in this review of letter samples. Left justify your letter.

Rules for Writing Formal Letters. In English there are a number of conventions that should be used when writing a formal or business letter. Furthermore, you try to write as simply and as clearly as possible, and not to make the letter longer than necessary. Remember not to use informal language like contractions. Addresses: 1) Your Address The return address should be ... When writing a formal letter for business, application letter for a job, bank applications, and other formal letters, it is important that it should follow a correct format. A correct format of a formal letter is an accepted professional protocol. Here are the rules in proper formal letter writing. Start with your name and address as a sender. The phone number and email address are optional ... 2021-08-25 · 1) Address. The first thing as part of the format of a formal letter is the Address of the sender and the receiver: Senders' Address - Always write your address on the left-hand corner, you need to mention your street address, city, state, pin code, and your contact number. Receiver's Address - Always mention the receiver's address in the right-hand corner just below ... Letter writing is an important skill to develop. Written communication in both the formal and personal matters is crucial and so it is necessary to develop a skill for letter writing. Here we will focus on how to effectively write informal letters, and tips to ... Formal letter writing is undoubtedly one of the most challenging types of letter format. When putting it together, often you are addressing a person or organisation with whom you are not familiar and the quality of your content, including spelling and grammar will be strongly scrutinised. In general what you put together will have one of the following purposes: 2020-12-28 · Format Your Business Letter to Make It More Readable: Leave 1-inch margins and a double-space between paragraphs. Choose a standard font, such as Times New Roman or Arial, and a font size of 12. Be Concise: Avoid large blocks of text and write in short, simple sentences and paragraphs. Review Sample Business Letters: Check out a few business letter examples ... A formal letter is one written in a formal style, and usually in a specific format. These are generally written for official purposes and not to friends or family. 1 | Formal and informal writing worksheets. To give your students a more-rounded view of what formal and informal language is, and the differences between them, these resources will help you out. First, this letter writing to ...

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