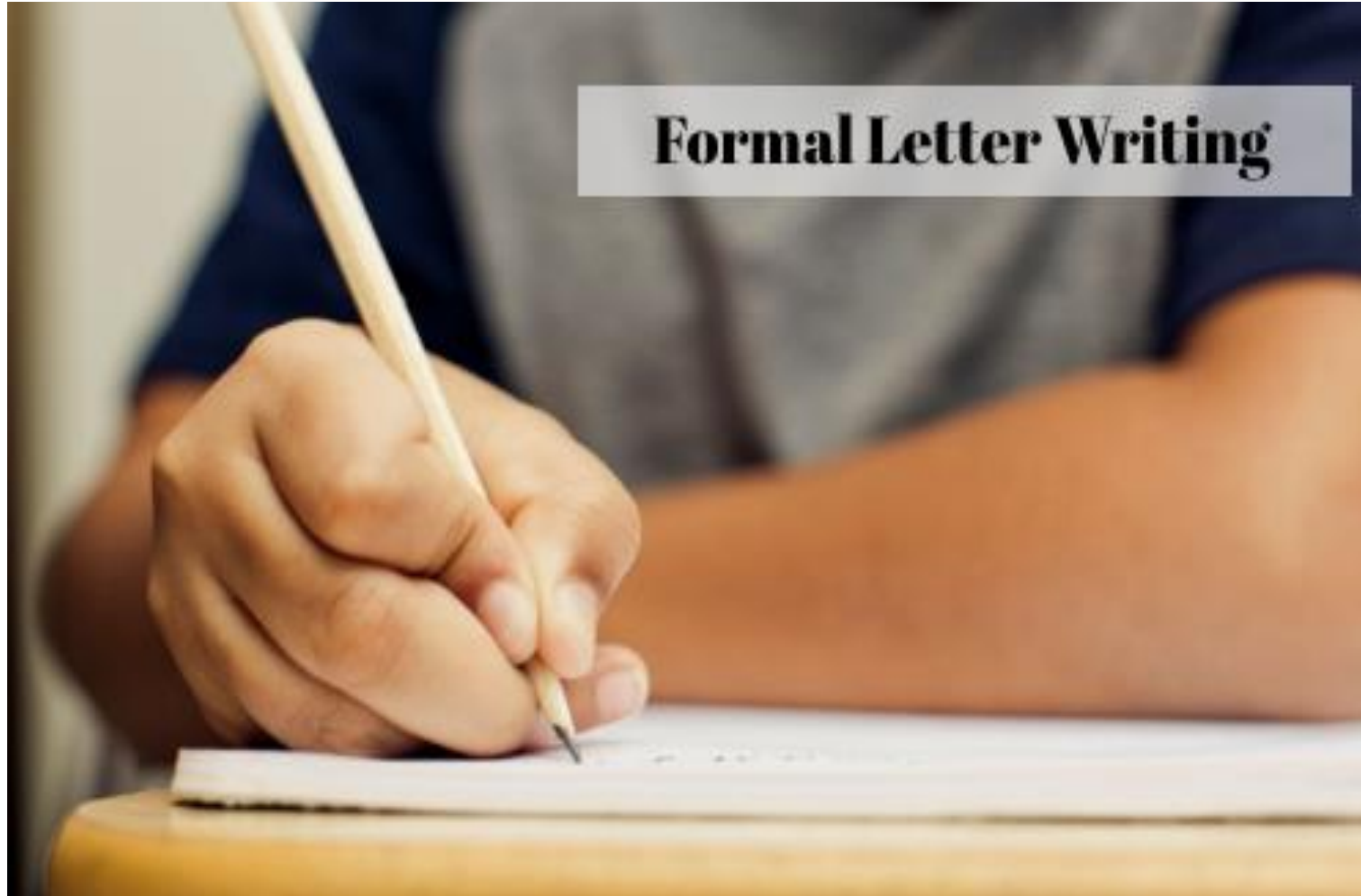


Writing Formal Letters



Formal Letter Writing

Aduitya Lama Chhetri

Introduction

- A formal letter is a letter written to someone you do not know personally, therefore you should generally use more formal language than in letters you write to your family or friends.
- These letters follow a certain pattern and formality. They are strictly kept professional in nature and directly address the issues concerned. E.g. business letter, official letter, employment- job application

LEARN WRITING - FORMAL LETTERS

Basics of Letter Writing



Steps *for* writing a Formal Letter

- The Heading
- The salutation
- The Body
- Conclusion
- The Signature

Does Cleverelle
SasiborCar Ltd
28 Green St., Suite 14
Upstate, NY 10947

October 27, 2006

Mr. Margaret Edwards
Barnell Ltd
48 Stanlead Road
London SE27 1HF

For the Attention of Financial Manager

Dear Mr. Edwards:

I wanted to take this opportunity to thank you for the excellent job you did in arranging financing for our project. We appreciate the fact that you made yourself available for discussion seven days a week. We were impressed by your thorough knowledge of financing and investment banking.

We have been dealing with our new financial institution for about a week now. The advantages of association with this institution are already apparent. I feel as though we have taken a quantum leap forward in progress.

I would not hesitate to retain your services again and to recommend your firm to any company seeking the best representation.

Sincerely yours,

D. Cleverelle

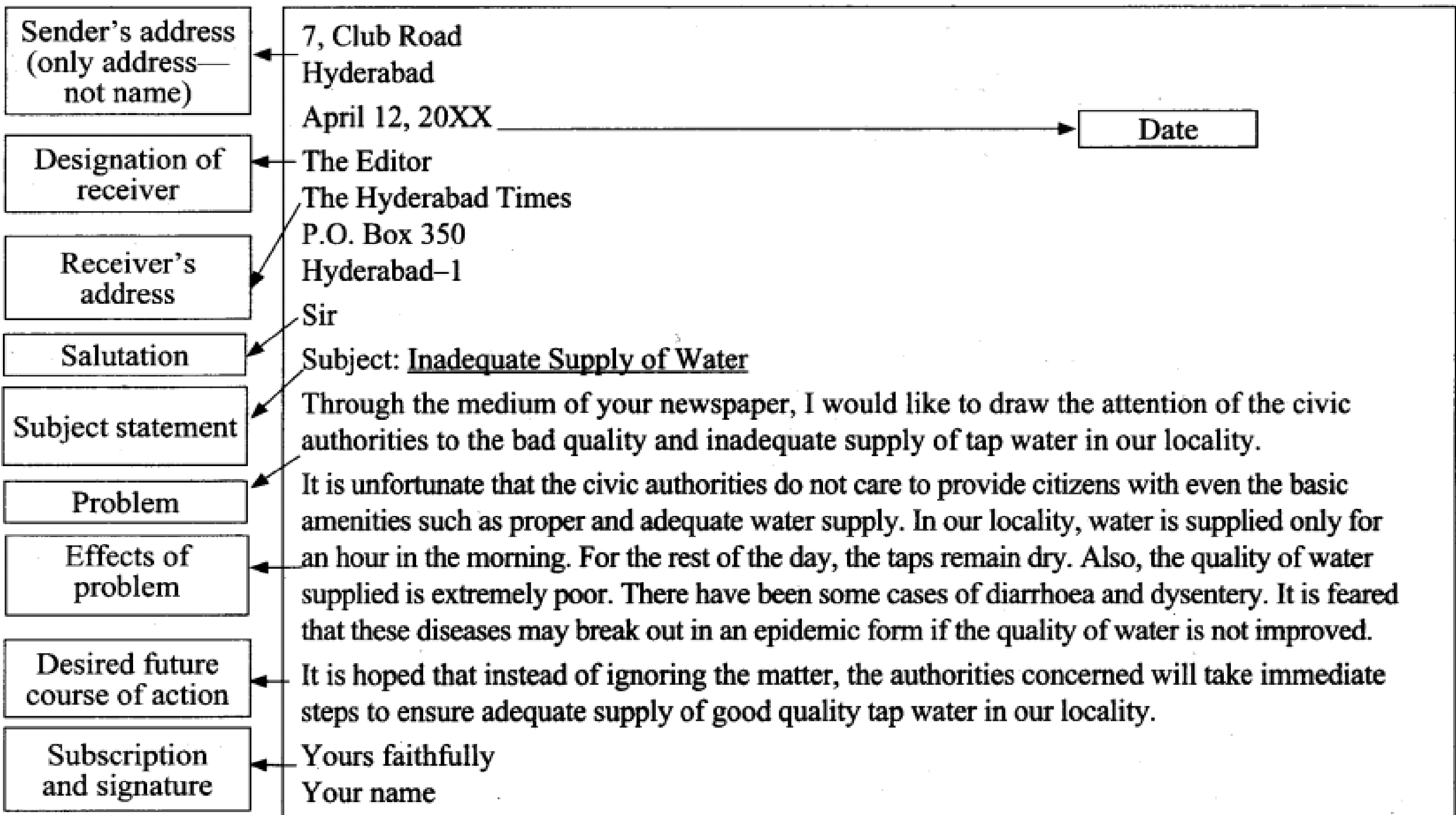
Does Cleverelle,
President

- A formal letter comprises of two addresses- the sender's address and the receiver's address.
- The formal letter should be short and concise and should not be written unnecessarily long.
- Try to write as simple and as clear as possible.
- Do not use an informal language.
- The level of politeness needs to be focused by the writer.



Format of a Formal Letter

- Writer's address: E-1/18 Janakpur
Dhanusha
- Date: September 8,2020
- Address of the person or firm receiving the letter: The Postmaster
General Post Office
Janakpur
- Salutation: Dear Sir/ Madam
- Body:
.....
.....
- Subscription: Yours faithfully
- Signature: Jayesh Narayan



Assignment

- Write an application to the Mayor of the municipality of your town asking him to provide street lights in your locality.

Or

- Write an application to the Principal of your school, seeking his approval for arranging an educational tour.

