

Letters

- **Formal Letters** (all business and official letters come into this category)

1. Writer's address without name: to be put on top left-hand side of the page.
(The conventional style of putting this on right-hand side is also acceptable)
2. The date of letter: It should come under the writer's address. (Date can be like 04 May 2017; May 04, 2017; 04-05-2017 or 04/05/2017. In the US English 04-05-2017 is April 05 2017; to avoid this kind of confusions, it is better to write the date as 04 May 2017).
3. The recipient's name and address, if the name is given: It should come slightly below the date, again on the left-hand side of the page aligned with the margin.
4. Subject of the letter: (This is an optional part only. In modern letters, the subject caption is not common. If at all writing, the subject should be written in a very concise manner)
5. Salutation: It should be aligned with margin beginning with a capital letter and ending with a comma. The commonest salutations phrases are **Dear Sir, Dear Madam, Dear Sirs**, (The word **Dear** is quite formal in formal usages and can imply special affection in friendly or informal occasions)
6. The body of the letter: This is the letter itself and can be started aligned with the margin slightly below the salutation. In the conventional style, the first sentence starts after a few spaces. If started this way, do the same for each new paragraph. The body of the letter can be divided into three paragraphs – first, introducing the writer; second, talking about the core of subject; third, expressing expectation and gratefulness. If the letter is very short, no need for paragraphing it.
7. Conclusion: Letters which begin with **Dear Sir**, or **Dear Madam**, can end with **Yours faithfully**, and those begin with a name like **Dear Mr. Thomas**, can end with **Yours sincerely**. This can be aligned with margin or as in the traditional method put in the right-hand side. The conclusion phrase should be begun with a capital letter and ended with a comma.
8. Name and Signature of the writer come under the conclusion phrase, aligned with the margin or in the right side of the page.

Note: Modern trend in letter writing is to start everything from the left side of the page aligned with the margin. Students are advised to follow suit.

- **Informal letters** (Social letters, letters to relatives and friends come under this category)

1. In informal letters, everything is in the same format as in formal letters except the recipient's address which is not required.
2. The salutation can be more intimate as **Dear Father, My dear Mother, My dearest Sister**, etc. To friends: **Dear Raheem**, (When the full name is something like Mohammed Abdul Raheem etc.)

3. The body of the letter should begin in an easy, conversational style. The wordings should be natural and spontaneous. A friendly letter is like a friendly chat. Informal and idiomatic language style can be applied.
4. The conclusion can be made in a very social and affectionate manner expressed by phrases like *Yours ever*, *Yours lovingly*, *Yours affectionately*, *Your loving son/daughter/friend*, etc.

Q1: Mr. Satyajit Ray wants to get permission from the Chairman of Animal Welfare Board of India for shooting a film in which a tiger is used. Prepare a likely letter.

**Flat No.14
Vasanth Vihar
Marcus Square
Calcutta.
20 SEP 2017**

**The Chairman
Animal Welfare Board of India
New Delhi.**

***Subject: Getting permission for using a tiger in a film shooting.**

Dear Sir,

I am Satyajit Ray, a film director from Calcutta. I have a plan to direct a film in which there is a scene of the main characters meeting a wild tiger in a forest.

I have already arranged with the Bharat Circus company to get a tiger with its trainer. I know the rules of Animal Welfare Board connected with treating animals. I and my team will follow those rules strictly and will not do anything harmful to the tiger.

I will be obliged and grateful to you, If you kindly grant me permission to shoot my film with the tiger.

Thanking you,

Yours faithfully,

**Sd/
Satyajit Ray.**

*The subject part can be omitted.

**Q2 : Imagine that you have watched the movie GOOPY GYNE BAGHA BYNE.
You want to tell your friend about it in a letter. Prepare a likely letter.**

**Happy Vilas
Nehru Colony
Chennai-18**

20 March 2018

Dear Raheem,

I hope you and your family are fine. By the grace of God, things are going fine for me. How were your exams? I am sure that you will get good scores. For me also exams were not bad. Let's hope and pray for a good result in our final exam.

The Eid and Onam vacation days have also been very enjoyable. During the holidays, we with full family visited many places and had great fun. I got the video CDs of the film Goopy Gyne Bagha Byne from one of my relatives, which I could watch in the vacation time. Don't you remember our teacher advised us to watch the film if possible, when he taught us the chapter Project Tiger? Really it is a very nice film and it is helpful for us to understand the chapter well, as well as to know the amount of the struggle behind such a film. If you are interested, I will get them for you.

I want to know more about your studies and vacation days. When You write the reply, include everything. Convey my regards to your father, mother and sister. Hoping to hear from you soon,

Yours lovingly,

Sd/
Naseem.

Q 3: Vanka is writing a letter to his grandpa explaining his sufferings at Alyakhin's place.

**Alyakhin Shoes Co.
17th Street
Moscow.**

20 March 2018.

My dear Grandpa,

How are you grandpa? I hope you are doing well. I don't have anything good to tell you. I am suffering a lot here. I cannot stay any longer here. My life is worse than that of a dog. All people here are treating me like an animal. I don't have enough food and time to sleep. I have only empty stomach and sleepless nights but always have hard work. I wonder why you sent me here!

When I think of my life with you, our Christmas celebrations, our dogs, I cannot stay any longer here. I would have escaped from here If I had had a pair of shoes. My dear grandpa, I have nobody in this world except you. Please come and save me. Otherwise, I will die here.
Hoping to meet you soon,

Yours affectionately,

**Sd/
Vanka.**

Q4: Martha after receiving the Scholarship Jacket, writes a letter expressing her immense gratitude to Mr.Schmidt for supporting her. Draft the likely letter.

**Coalinga,
California, USA.
13 Dec 2017**

Dear Sir,

I am writing this letter in a mood of immense pleasure. As you very well know, after the initial painful and troublesome experiences, finally I won the scholarship jacket. I am sure it wouldn't have been possible if teachers like you had not supported me.

I had heard accidentally the argument between you and our Math teacher Mr. Boone, which I haven't disclosed to anyone so far. You firmly stood for justice and talked for me. I am very much obliged and my words cannot express my gratitude to you. Still I say thank you very much for your kind-hearted support.

Yours obediently,

**Sd/
Martha.**

More practice questions from SCERT Question Pool:

1. Imagine that Grandfather received the letter of Vanka. He felt very sad on reading it. He writes a reply to the letter. Help Grandfather prepare the letter.
2. Vanka did not get a reply from Grandfather even after two weeks. He becomes very sad. Unable to bear the torture, he decides to write a letter to the Coordinator, Child Rights Commission describing his terrible experiences. Prepare the letter.
3. The doctor's house was looted by some unknown burglars. The doctor decides to file a complaint with the police. Prepare the likely letter of complaint.
4. One of the bird trainers happened to see the advertisement given by Hitchcock. He responded through a letter that he had enough trained ravens with him. He was also interested in acting in the film. What would he write? Draft the letter.
5. A man in the nearby shop informed Ali that the junk collector who is living in the nearby village has taken away his sister's shoes. Ali decides to write a letter to the junk collector. What would he write? Prepare the likely letter.

6. After the voyage, on reaching America, Mr John wrote a letter to Cronin thanking him for having a talk with him. He expressed his gratitude for having helped him. Prepare the letter.
7. You are impressed by the speech of Adichie. How do you accept her explanation about the danger of a single story. You decide to write a letter to her. Prepare the letter.
8. The Principal of the Texas school was confused after his meeting with Martha. He writes a letter to the school board to make a change in the new policy regarding scholarship jacket. How would it be? Prepare the likely letter.
9. The grandfather was very angry to hear about the change of policy regarding the scholarship jacket. He wrote a letter of complaint to the Principal of the Texas school. Prepare the likely letter.
10. Imagine you are a student of Texas school. You came to know about the achievement of Martha. Write a letter to Martha congratulating her on getting the scholarship jacket.
11. Imagine that the narrator writes a letter to his uncle describing the days he spent with his new friend 'Adolf'. Write the letter in about 120 words.
12. Keeping wild animals for amusement is a practice among some people. Write a letter of complaint to the District Forest Officer against such practices.

Prepared/ compiled by Mahmud K Pukayoor (englisheduspot.blogspot.com)