

Circular

Sender's Communication

What is a Circular

- It is frequently distributed print media
- It is a part of sender's communication, which can immediately be read by the recipient.
- It is meant for wide circulation.
- It is communication device.

Purpose

- To provide information
- To send instruction
- To share information/
news

Format

- It is like a letter with direct salutation.
- Name of the organization/school is written at the top.
- Every circular carries a number
- It covers wide range of topics.
- Language used is informal.

sample

Green Valley Educational Institute
Srinagar Kashmir

MD/33

13th March, 2016

Dear Parents,

Subject:

ABC

Principal



• THANKS