

# LETTER WRITING

communication

# TYPE I

- Official Letters ( 80 – 100 words)
  1. Making Enquiries
  2. Registering Complaints
  3. Giving Information
  4. Placing Orders
  5. Sending Replies

## TYPE II

- LETTERS TO THE EDITORS ON VARIOUS ISSUES (125-150 WORDS)

## TYPE III

Application for a job  
including CV  
(Curriculum Vitae/  
Resume)

# Tips to write Good Official Letter

- Be brief, clear and to the point
- Use separate paragraphs for separate topics
- The first Para should indicate the theme of the letter
- Make a factual statement of facts
- Use simple and direct language
- Avoid the use of ambiguous constructions
- Even while lodging a complaint or making criticism, you should be polite.

# Common Features of Formal Letter

- HEADING
- DATE LINE
- INSIDE ADDRESS
- SALUTATION
- SUBJECT
- BODY .....A) Beginning B) Content C) End.
- COMPLIMENTARY CLOSE
- SIGNATURE

# HEADING

- Type the return address in **the upper left corner of the page**. Omit punctuation.
- **Example**

Rizwan Bakshi

22 Mail Road

Bangalore

## Date Line

- Just below the sender's address mention date.

The proper way of mentioning the date is

MONTH ( Full spelling) date, year

Example:- October 17, 2010



# Inside Address

- Type the inside address below the date line. The name and title of your addressee comes first, followed by then name and address of the company or other organisation. There is no punctuation at the end of the line.
- Example :- Modern Age Book Club
- 23 ABC Road

# The Salutation

- Type the salutation flush left, two spaces below the inside address, follow it with a colon. The salutation includes such titles as Mr., Mrs., Miss., and Dr. if you are on a first name basis with the addressee, you may use his or her first name instead of last name ( **Dear Martha**) and a **comma instead of a colon at the end**. When you know the title but not the name of the recipient, you can use just the title ( **Dear Personnel Manager**). If you know neither the name nor the title of the recipient, you can use **Dear Sir or Madam** for a letter addressed to an individual. Use **Gentlemen and Ladies** for a letter addressed to a company or other organisation/institute. Because business letters receive prompt attention if they are addressed to a specific person, always try to get the complete name of the person who will handle your letter.

# Subject

- The subject heading is written just below the salutation. It helps in quick disposal of the letter.
- Sub: Returning of Extra copies

# The Body/ Content of the Letter

- Single – spaced the body of the letter with double space between paragraphs. You may type the entire body from the left, or you may indent five spaces at the beginning of every paragraph. If the letter is more than one page long, put the addressee's name, the date, and the page number at the top of all pages after the first one. This information may all be on one line, separated by commas, or it may be typed from the left side in three lines at the top left corner.

## Continued.....

Content includes your *creativity in presenting ideas* which are *relevant to the topic of the letter*. The content of the letter must be well-organized to ensure clarity and effective communication. The content is divided into three main parts:

- Introduction ( it introduces the theme)
- Main part ( deals with the problem, it is the real content of the letter)
- Concluding remarks.(it offers suggestion/gives conclusion)

# Complimentary Close

Type the complimentary close from the left side of the page followed by a comma. The conventional forms of complimentary close are:

**Very truly yours, Sincerely yours, Cordially yours.**

For high- ranking church, government, or academic officials, the complimentary close **Respectfully yours** is appropriate.

# Signature

- Type the name of the sender four spaces below the complimentary close, and sign the letter by hand in the space between the complimentary close and the typed name. no title appears with the handwritten signature, but a title does precede the typed signature (however, the titles Mr., Mrs., and Ms. are not used here except in parentheses for clarity). A woman may choose to indicate her marital status or preferred title in parentheses, as in the example below

0909

Joy Storey

(Mrs. Letilo Storey)

# Sample 1 Formal Letter

32 Luzolane

Ottawa, Ontario.....heading

October 12,2010.....date line

Modern Age Book Club.....inside address

Ladies and Gentle man:.....salutation

Body

Yours truly, .....C/C

SIG.



Thanks