

From,

D- 1801,

xyz Society,

yyy 400 008.

11th June 2018.

To,

The Editor-in-Chief,

Hindustan Times,

Main Street,

Chennai 600018.

Sir,

Sub: Construction work in our locality during monsoon season causing us difficulties reg.

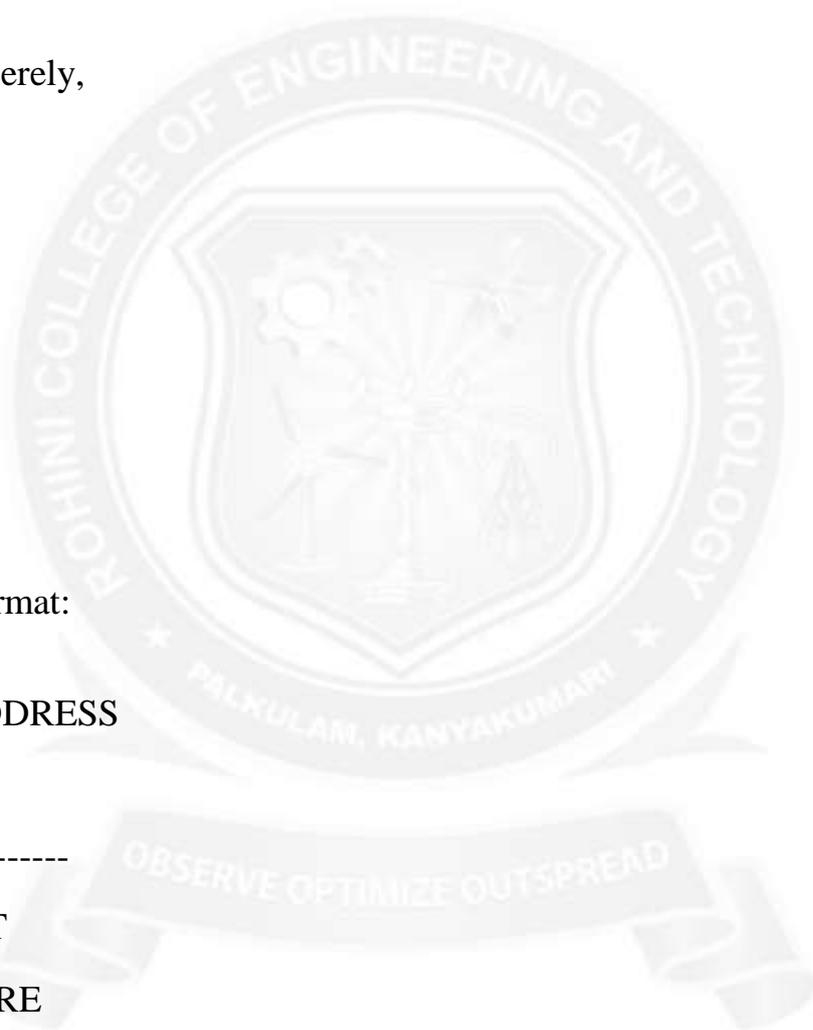
I wish to inform the municipal authorities of the difficulties the residents of my locality are facing due to the construction and repair work currently happening in our area. Monsoon season has started a few days ago and is compounding (making worse)

our problems. The repair work has been ongoing for five weeks now and is falling way behind schedule. And now with the current weather conditions, we are having persistent problems of water logging and flooding in our area. Diseases caused due to waterlogging are another one of our concerns. Therefore I wish to draw the attention of the concerned authorities with the help of your newspaper. Hopefully, you will be able to help us in drawing their attention and resolving this matter at the earliest.

Thanking You,

Yours Sincerely,

[Mr. XYZ]



Informal letter format:

- ▶ FROM ADDRESS
- ▶ DATE
- ▶ DEAR -----
- ▶ CONTENT
- ▶ TAKE CARE
- ▶ YOURS -----
- ▶ XXXX
- ▶ Address on the envelop

Write a letter to your friend about your college day function:

10, Gandhi Street,

Chennai.

Date:

Dear Ramu,

Hope everyone is fine at home. I wish to draw a few lines about our college day function. College day is celebrated at the close of the academic session. It provides an opportunity to assess the achievements and short falls. The students actively associated in all segments of the programme. Last week, we celebrated it on a grand scale. The chief guest was our District Collector. He presided over the function in the presence of our Chairman and the Principal. Varieties of cultural activities were staged.

The cultural activities performed by the students exhibit their hidden talents. They need an outlet to show their potential and creativity. The various activities such as plays, skits and songs under different style and musical performances were shown on the stage.

Indeed, it was an opportunity to expose the talents of our students. It was a very enjoyable day.

Yours lovingly,

(Kannan)

Address on the envelop

Xxxx

Yyyy street

ABC 95



E-MAIL WRITING

FORMAL WRITING

- **1. Subject line :** Make the subject line **specific, simple, and to the point**. For example, instead of *'The internship report you asked for'*, write, *'Internship Report,*

{date/week/month}', Job Application for the Post of XYZ, Leave Application □

2. Salutation: *To Whom It May Concern - 'Dear sir/madam'.*

- **3. Body of the email:** *'My name is Abc, and this email is with reference to Xyz.'* or *'This is with reference to the marketing budget as discussed in the meeting.'* Write in a way that is easy to understand. Say only what is required. The **closing of the email:** *'Hope to have an answer from you soon'*, or *'Looking forward to hearing from you soon'*, and if you are addressing a question, end with *'Hope I have sufficiently answered your query/doubts.'*

- **4. Signature:** Sign off with a simple word or phrase, which conveys respect. Safe choices are *'Best regards'*, *'Warmly'*, *'Sincerely'*, *'Kind regards'*, or simply *'Thanks'*.

EXAMPLE:

To: xyz@gmail.com

Subject: Extension on Report Deadline

Dear Mr./Ms. {Recipient's sir name},

I am writing this to request you for an extension on the XYZ project report which is due on {date}. My mother has taken ill unexpectedly, and I must leave for home tonight. I'm afraid it will take me a week before I can return to the office and complete the report. Kindly grant me an extension till {date} for the same. I promise to deliver the project report by then.

Sincerely,

{Your name}

INFORMAL:

To: abc@gmail.com

Dear Friend,

Hope you are well and that the second semester is going smoothly for you.

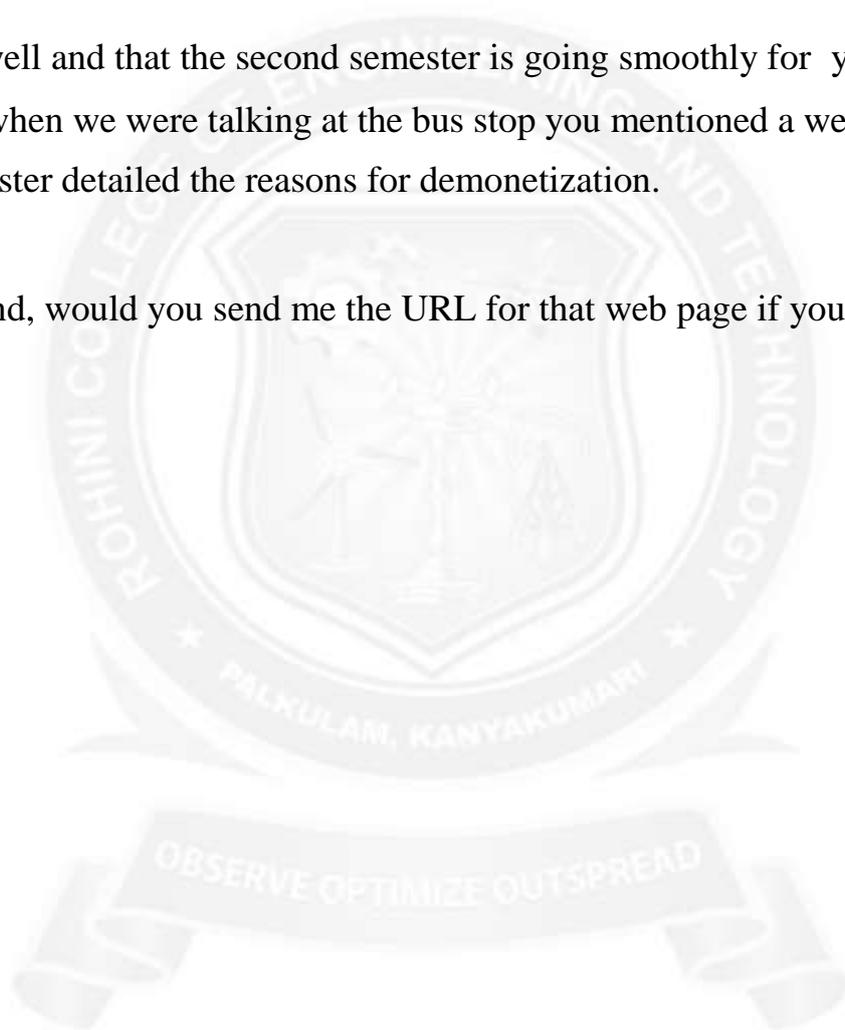
The other day when we were talking at the bus stop you mentioned a web page on which our Prime Minister detailed the reasons for demonetization.

If you don't mind, would you send me the URL for that web page if you still have it?

Thanks a lot.

Best regards,

XXXX



INFORMAL LETTER

1. Write a letter to your friend congratulating him/her on his/her success in class 12 board exam.

B-32, sector-11

Rohini

New Delhi-110034

July 10, 2018

Dear Sara

My happiness knew no bounds when I got to know that you have topped your school and achieved your dream. I felt so pleased that I wish I were there to congratulate you personally.

The result has proved that hard work, determination and perseverance bring good results. You were so laborious and passionate about it. I know you were very nervous too, but I was always very confident that you would come out with flying colours. I apologise that I couldn't even attend the celebration party despite my wishes.

Hope to see you soon. Please be encouraged and continue your hard work. Your future is very bright. My parents and elder sister have sent lots of love and heartiest congratulations.

With lots of love and best wishes.

Yours lovingly

Kushi

Question 2: You are Aakriti/ Abhinav. Write a letter to your friend describing your boarding school in about 120-150 words.

B-32, sector-11 Rohini

New Delhi-110085

April 15, 2018

Dear Muskan

How have you been? I hope my letter finds you in best of health and spirits. It has been almost a month I transferred to the boarding school. I am very happy in my new school. The classes and dormitories are very spacious. There are well equipped science laboratories and a library with a great collection of books. The school has amazing sports facilities such as swimming pool, horse riding track and archery range.

I believe my life here will be interesting and enjoyable. Although I have made many new friends, I still miss you and the other friends. Please, pay my regards to your parents.

Yours sincerely

Aakriti/ Abhinav

Question 3: Write a letter to your friend Rudra inviting him to spend the summer vacation at your place in Mumbai. You are Sakshi/ Saksham. Do not exceed 120-150 words. 129, Navyug Apartments

Pitampura
Delhi-110034

March 01, 2019

Dear Rudra

It's been a while since I've heard from you. Where have you been? I hope this letter finds you in the best of your health.

As summers are approaching, I was thinking if we could spend the summer break together at my place in Mumbai. I will introduce you to all my friends and close relatives. I will give you a city tour as well. We will spend some quality time in the afternoons near the sea shore. To add cherry on the cake, the weather here is very pleasant during those days due to sea winds.

I am excited even at the thought of you and I spending the summer together after so long. I have to tell you a lot of things and expect the same from you. Give my regards to aunty and uncle!

Hope to see you soon.

Yours lovingly

Sakshi/Saksham

Question 4: Write a letter to your friend who just met with an accident informing him about his speedy recovery in a consoling tone in about 120-150 words. You are Manvi/Manav.

129, Navyug Apartments

Pitampura

Delhi-110034

March 01, 2019

Dear Rudra

I hope this letter finds you in the best of spirits. When I visited last week, you seemed a little bit depressed.

Come on boy, you should thank God for giving you a fresh lease of life. Everything is going to be fine very soon. I even talked to your doctor this morning and he told me that you are out of danger now. You will have to remain in the hospital for a few more days but that is not something you should be concerned about. Your family and friends are there for you.

Don't forget that life is a mixture of joys and sorrows. By the way, all of us have decided to celebrate your recovery as soon as you come home you will be throwing a party the day you come back home from the hospital. Hope to see you soon. My parents and younger sister have sent you lots of love and wishes.

Wish you a speedy recovery!

Yours truly

Manvi/Manav

Question 5: You are Sara/Sid. Write a letter to your friend congratulating him for his new job offer in about 120-150 words. He just graduated from college.

B-101

Regency apartments

New Bombay

28 December 2018

Dear Vishnu,

I just heard that you have received a new job. I couldn't be happier for you. Congratulations!

I know it is not easy to get a good job in this troubled job market. It is particularly tough for a fresh graduate with hardly any work experience. The resourcefulness you displayed in your job search is commendable. You have inspired me and a lot others that "Where there is a will, there is definitely a way." You have made us all proud, Vishnu!

I am quite confident that your knowledge of computer and artistic skills will make you a great graphics designer. I expect to hear great news coming from your direction in the coming years. May you fulfil all your dreams.

Best wishes.

Yours truly

Sara/ Sid