



## CHAPTER 2 LETTER WRITING

### NOTES

Letter writing is one of the most effective ways of communication. Today, although telephone, fax, and e-mails have replaced personal letters, formal letters are still in vogue. Letters are written communications. Writing letter is an art and it is mastered through practice. The importance of letter writing cannot be overemphasized. Letters develop social discourse, strength business relation and win over the officers and employers.

Letter writing can be divided into two main kinds:

1. Informal (Personal) letters.
2. Formal (Business) letters.

#### 1. Informal (Personal) letters

Letters are written to friends, relatives, acquaintances and teachers. These include private and personal matters such as condolences, congratulations, invitations etc.

#### 2. Formal (Business) letters

Letters include business letters, applications for job, letters to editors, letters to Principal\Officers and letters of complaints to authorities.

#### Structure of a Formal letter

##### 1. The address of the sender including the date

The complete address of the sender is written on the top of the page, preferably on the left, written without punctuation marks.

E.g. Keisamthong Hodam Leirak

Imphal – 795004

The date is written just below the senders address. In formal letters dates can be written as under:

- a) 10 July 2011 or b. July 10, 2011.

Students should avoid writing dates as 10.7.11 or 10/7/11 as it may be understood as October 7, 2011 or 10 July 2011.



## 2. Insiders address.

The insider's address is written below the date, line after leaving some space.

E.g. To

The Principal

Vale Academy High School

Imphal.

## 3. Subject heading

Mention the heading of the subject below the insider address in the middle. The subject should be mentioned briefly. This helps in speedy compliance\disposal.

E.g. Subject: Application for the post of Content Writer.

## 4. Salutation or greeting

The writer uses appropriate words for the receiver according to his\her relation. The salutation comes below the subject heading. Its first and last word should be written with a capital letter. A comma may be put after the salutation.

## 5. The Body of the letter

It is the main part of any letter. This is written in response to the topic given, in simple and direct language. The body includes three main parts.

- a) **Introductory paragraph/sentence:** It states the purpose of writing.
- b) **Informative paragraph:** it is the details about the subject of the letter.
- c) **Concluding paragraph:** The closure of the letter conclusion stating hope, request or comment.

## 6. Complimentary close

It is the courteous way of ending the letter. The expression used must match the salutation. The subscription is generally with one of the following:

Yours affectionately, Your Sincere friend, yours sincerely...etc.

## 7. The signature

The signature is put below the subscription. In formal letters, the name and designation should follow the signature.





ꯀꯪꯂꯩꯛꯅꯨꯃꯩ ꯏꯪ ꯪꯂꯩꯛꯅꯨꯃꯩ (ꯏꯪꯂꯩꯛꯅꯨꯃꯩ)

**DEPARTMENT OF EDUCATION (S)**

Government of Manipur

2. In response to the advertisement in a local daily, apply for the post of Manager in an NGO. Sign as Mr X. Reproduce a probable form of the application.

Ans:

House No. 453  
Thangmeiband Maisnam  
leikai  
Imphal- 795001  
October 17, 2020

To

The Chairman  
Family Welfare Association of Manipur  
Imphal

**Subject: Application for the post of manager**

Sir,

In pursuance of your Advertisement No. **FW\AM\03-02\D dated 18-05-2020** in the local dailies, for the post of a Manager in your office, I would like to offer myself as one of the candidate for the said post.

Particulars of my brief bio-data are given below for your reference.

1. Name :- x
2. Age :- 28 years on 1<sup>st</sup> March 2020.
3. Father's name :- XY.
4. Permanent address :- Sagolband Maibam Leikai, Imphal-1.
5. Present address :- -do-
6. Nationality :- Indian.
7. Mother tongue :- Manipuri.
8. Educational qualification :- M.A in History, MU., 2000.
9. Experience, if any :- Apart from Manipuri and English, I can speak Hindi fluently.

If I get a chance of working under you, I assure you of my best services.

For this act of kindness, I shall ever remain thankful to you.

Yours  
faithfully,

Mr. X

\*\*\*\*\*