



মিণিষ্ট্ৰী অফ এডুকেশ্বন (মণি)

**DEPARTMENT OF EDUCATION (S)**

Government of Manipur

## **CHAPTER 6**

### **LETTER WRITING**

#### **NOTES**

##### **Letter Writing**

A letter is a written message that can be handwritten or printed on paper. It is usually sent to the recipient via mail or post in an envelope, although this is not a requirement as such.

##### **Letters are of two kinds:**

1. Personal/Friendly letters.
2. Official/business letters.

##### **Personal Letters**

A personal letter is written to friends and relatives living at some distance. These letters express personal feelings and thoughts. Some of the personal letters are well known and they had become literary pieces.

##### **A personal letter has five parts:**

1. **Heading**
  - a) Address
  - b) Date
2. **Salutation (Greeting)**
3. **Body (Message)**
4. **Subscription (Complimentary Close)**
5. **Signature (Name)**



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### 1. Heading

a) The heading is written at the top of the first page on the right-hand side.

b) The order of words in the address is:

- Name of the house/apartment number
- Name of the road/street
- Name of the town/city
- Name of the state
- Name of the country
- Pin code

### 2. Salutation (Greeting)

The form of salutation depends on the relationship between the writer and addressee.

e.g. My dear father, Dear Uma etc.

### 3. Body of the letter (message)

It has three parts:

- a) Opening
- b) message
- c) closing

### 4. Subscription (Closing)

The form of subscription is determined by salutation. Some of the forms are:

Salutation

Dear sir /Madam

Dear Mr. Tomba /Mrs. Rita

Subscription

Yours faithfully

Yours Sincerely

### 5. Signature

The name is written just below the closing on the right-hand side.

E.g. Yours Lovingly, yours affectionately etc.



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### Examples of personal letter

1. Write a letter to your friend congratulating him on his brilliant success in his examination.

Thangal Bazar

Imphal

15<sup>th</sup> January, 2020

My dear Devina,

I am so glad to hear of your brilliant success in the examination you have topped the list and won a scholarship too. My heartiest congratulations!

The news of your success has delighted us. We are proud of you. You have become a role model among us.

I wish you all the best in the future.

Yours sincerely,

Rahul

To,

Devina

Uripok Sorbon Thingel

Imphal West, Manipur





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2. Rima Devi of Imphal writes a letter to her sister, Sucheta Devi of Lady Kean's College, Shillong about winter in Manipur. Reproduce the probable form of the letter.

Sagolband Ingudum

Leirak, Imphal West

Manipur

Date: 7<sup>th</sup> September, 2020

My dear sister,

How are you? My dear, I hope your study is going fine. Work hard to achieve your dreams.

As for here, in Manipur, winter is coming. This season is not so much cold and chilly. Rather the people get more active and smarter. Though winter days are shorter, people could work more because of soothing climate. In early morning and night people enjoy the comfort of "*Meiphu*"- a warming device of burning charcoal. I really enjoy this season as we get lots of fresh and tasty vegetables during this season.

Let me stop here for today in the hope of getting your reply soon, take care.

Yours lovingly,

Rima Devi

To,

Sucheta Devi

Lady Kean's College

Shillong



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