



Topic
Letter Writing



Class
10



Approach
Read, Recall, Check, Practice,
Ask

Let's Read:

| BEGINNING A FORMAL WRITING | USEFUL EXPRESSIONS | CLOSING REMARKS |
|---|---|---|
| I wish to draw your attention to.... | Please accept my . . . | I look forward to hearing from you in due course |
| I regret to inform you..... | I hope that . . . | An early response would be greatly appreciated |
| I am deeply pained..... | I trust that . . . | I trust that this is all in order |
| Despite repeated letters forwarded to you.... | It concerns me that . . . | Thank you once again for . . . |
| It gives us great pleasure to inform you..... | I wonder if you would be kind enough to . . . | Please do not hesitate to contact me if I can be of any further assistance. |
| I would like to inform you . . . I am delighted to inform you... | I would be grateful if . . . | |
| It has come to my attention that . . . | It would be helpful if . . . | |
| I am grateful to you for . . . | I wonder if . . . | |
| I wish to express . . . | As I see it . . . | |
| Thank you for . . . | I would rather not . . . | |
| It is with much pride that I can confirm that . . . | I appreciate that . . . | |
| It is with regret that . . . | It is for this reason that . . . | |

Let's Recall:

FORMAT: Complete the format by matching the numbers with the corresponding details to be written in the letter.

| | | |
|--------------------|-----------------------------|--------------------|
| Date | Receiver's name and address | Subscription |
| Greeting | Subject | Body of the letter |
| Sender's Signature | Thanking you | Sender's Address |

1. _____,
_____,
_____.

2. _____

3. _____,
_____,
_____.

4. _____.

5. _____,

6. _____

_____.

7. _____,

8. _____,

9. _____

KEY:**KEY:****Format:**

1. _ Sender's Address _,
2. __Date_____
3. __ Receiver's name and Address _____,
4. __ Subject _____.
5. __ Salutation _____,
6. _____ Body of the letter _____

 _____.
7. _ Thanking you _____,
8. _ Yours faithfully (Subscription) _____,
9. . __ Sender's Signature _____

Write any of the following letters:

1. People in your city are fast cutting down trees to make space for construction. Write a letter to the head of the forest department requesting him to look into the matter and allot areas for reforestation.
2. Write a letter to the manager of the local bus depot, pointing out that there are very few buses on your route in the morning and these are invariably late, thereby causing great inconvenience to many daily passengers.

ASK: *If you are still in doubt, please reach out to your teacher/Volunteer and get your doubt cleared for better understanding.*