

The important things to remember while writing a letter are:

- ❖ Correct format, salutation and conclusion (which carries 4-5 marks)
- ❖ Main body (which carries 5-6 marks)

Application is a type of formal letter. The topics for application asked are:

- 1) Requests
- 2) Complains

Steps for preparing the format

After reading the question, the first step is to prepare the format. By preparing the proper application format, 4-5 marks can be scored easily.

1. Do not leave space while starting to write. Everything should be left aligned.
2. Write the name and address of the person who is writing the application.
3. Write the name and address of the person to whom the application is written.
4. Write the date.
5. Write the subject given in the question.
6. Begin with 'Dear sir/ madam'.
7. Leave enough space to write the main body.
8. End with 'Yours sincerely'.
9. Make sure you do not make any spelling mistakes while copying it from the question.

Application Question Sample: Write a letter of complaint to Bharat Sanchar Television Company, Cuttack. You may use the following points:

- 1) You brought a new television set from them about two weeks ago
 - 2) Mention the date of purchase
 - 3) Sometimes the TV stops working
 - 4) Receipt number and name of the model of your TV.
 - 5) Request the company to check or replace it.
1. Who is writing the application and his/ her address? - Own name and address (No need to write real name and address).
 2. To whom the application is written and his/ her address? - Bharat Sanchar Television Company, Cuttack.
 3. What is the subject? - Complaint about TV.
 4. How to start the application? - Dear Sir/ Madam.
 5. How to end the application? - Yours sincerely.
 6. What are the important words in the question?- You brought a new television set from them about two weeks ago, mention the date of purchase, sometimes the TV stops working, receipt number and name of the model of your TV, request the company to check or replace it.

Let's write an application for the above question.

Seema Singh,
3/A/42, SumanSadan,
Cuttack- 400 012

To,
Bharat Sanchar Television Company,
Cuttack
15th June, 2018.

Sub: - Complain about TV

Dear Sir/ Madam,

I, Seema Singh, brought a new television set from Bharat Sanchar Television Company about two weeks ago. It was purchased on 30th May, 2018. Sometimes the TV stops working. Receipt number is 1234567. It is an ABC TV.

I request you to please check or replace it.

Yours sincerely,
Seema Singh.

Tips for Application writing

1. Read the given topic carefully.
2. Write the letter in two paragraphs.
3. Copy the important given points from the topic and make sentences.
4. Write small sentences.
5. Try to cover all the points.
6. Underline those points in your letter.
7. Don't use double past tense.
8. Don't memorize the letter/ application.