

## ❖ Steps for preparing the format of a formal letter

- 1) Make a border on the answer paper.
- 2) Start everything from the left side
- 3) Write the senders name and address.
- 4) Write the date.
- 5) Write the name and address of the person to whom the letter is written.
- 6) Write the subject given in the question.
- 7) Begin with 'Dear Sir/ Madam'.
- 8) Leave enough space to write the main body.
- 9) End with 'Yours sincerely'.
- 10) Make sure you do not make any spelling mistakes while copying it from the question.

