

## **Letter Writing:**

### **Tips for Letter Writing**

- 1) Read the given topic carefully.
- 2) Start the letter on a fresh page and end it on the same page.
- 3) Write the letter in two paragraphs.
- 4) Copy the important given points from the topic and make sentences.
- 5) Write small sentences.
- 6) Try to cover all the points.
- 7) Underline those points in your letter.

### **Steps for preparing format of 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.

ABC,

4/C, KMP,

Delhi- 400 123

June 20, 2019

To,

MDC,

123, Sadan,

Delhi- 400 123

Sub:-

Dear Sir/Madam,

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Yours sincerely,

(Sender's name)

Sender's name and  
address

Date

Name and address of  
the person to whom  
the letter is written

Subject

(Main body)

Conclusion

Salutation

**Formal Letter Sample:** Write a letter to the Police Inspector of your town or area reporting the theft of your bicycle. You may use the points- Locked, cycle stand, enquired, search, market.

Before writing the letter, try to answer the questions given below in your mind.

- 1) Sender's name and address? Own name and address (No need to write real name and address).
- 2) Date?
- 3) To whom the letter is written and his/ her address? Police Inspector.
- 4) Subject? Theft of bicycle.
- 5) Start the letter with? Dear Sir/ Madam.
- 6) End the letter with? Yours sincerely.
- 7) Important words in the question? Locked, cycle stand, enquired, search, market.

Let's write a letter for the above question.

The above given letter is a sample. Please do not memorize it. Now, after looking at the formal letter sample, it is clear that everything is given in the question paper. The important

Mohan Singh,

4/C, KMP,

Delhi- 400 123

June 20, 2019

To,

The Police Inspector,

Delhi- 400 123

Sub: - Theft of bicycle.

Dear Sir/ Madam,

I am Mohan Singh. I lost my bicycle. It was locked. It was on cycle stand. I enquired. I searched in the market. Not found it.

I request you to please find out about my bicycle.

Yours sincerely,

Mohan Singh.

**Steps for preparing format of informal 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) Begin with 'Dear Father/ Mother/ name of the person'.
- 6) Leave enough space to write the main body.
- 7) End with 'Yours lovingly'.
- 8) Make sure you do not make any spelling mistakes while copying it from the question.

**Informal Letter Sample:** Write a letter to your friend inviting him/ her to celebrate a festival with you.

Let's write a letter for the above question.

XYZ,

31/B, ABC,

Indore- 400 123

January 20, 2019

Dear Mona,

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Yours lovingly,

(Sender's name)

Sender's name and  
address

Date

Main body

Conclusion

Salutation