

## Letter Writing Format –

**1. Formal letter** – Those letters which are written for official purpose, are known as formal letters. Like- to Principal to Collector, to Editor, to Manager, to Director etc.

It is written to School, college, institute, Collector, Editor, Panchayat, Nagar Palika, Bank,

**2. Informal letter** – Those letters which are written for personal purpose, are known as informal letters. Like – to friend, to family member, to relative etc.

It is written to Family, friends, Relative.

[illegible]