## <u>Letter Writing Format –</u>

**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.

<u>Formal Letter</u>	<u>Informal Letter</u>
Sender's Address	Sender's Address
 (Date)	(Date)
To ,	, Dear,
The (Designation)	I am fine and I hope you
(2 65.86)	are also fine
<del></del>	
	<del></del>
Sub: Request For	
Sir / Madam,	
Sil / Widdaill,	
<del></del>	
<del></del>	
	<del></del>
	<del></del>
	<del></del>
	V
	Yours Lovingly
	Sender's Name
Thank You	
Yours Truly	
Sender's Name	