



Formal Letter Writing Format

1. Sender's address:

On top left side of the page, just next to the margin, write the sender's address/ contact details.

2. Date:

Leaving some space below, write the sender's address, write the date.

3. Receiver's address:

Leaving equal space as before, write the address of the recipient, after date (the Officer / Principal / Editor).

4. Subject of the letter:

Leaving some space below, Mention precisely the main purpose of the letter in 4 - 5 words.

5. Salutation:

Leaving equal space as before, mention Respected Sir / Madam (*If you are aware of the gender of the recipient then use either sir or madam.*)

6. Body:

Leaving another line, start the body of the letter. The body of any formal letter must be divided into 3 parts:

- First Paragraph: **Introduce** who you are and the purpose of writing the letter in brief.
- Second Paragraph: **Explain** what the issue is and how it impacts you or matters to you and/ or the society.
- Third Paragraph: **Conclude** your letter by mentioning the conclusion or request or solution.

7. Closing:

End your letter with complimentary regards and gratitude Use "Thanking you/

Yours faithfully/ Yours sincerely".

8. Sender's name/signature and designation (if applicable)