

Formal/Official Letters

Formal or official letters are written to:

- Editors of newspapers
- Heads of different Depts; Directors
- Principals/Managers

Subject Matter:

- Complaints
- Reactions/Response to certain events/Speeches/Placing order for new items

Format:

- Self-Address (Sender's address)
- Date (**In this format: 15 February, 2025**)
- Receiver's Address
- Subject: Reg.....
- Salutation (Dear Sir/Madam)
- Content: Divide it into three paragraphs:
 - Introduction
 - Description
 - Closing/Action needed

Closing:

- Thanking you
- Yours sincerely
- Full name
- (rank/post if any)

Please go through the example given below:

SAMPLE1:

sender's name and address	8, Ummaid Bhawan Road Jodhpur
date	6 May 20xx
addressee's designation and address	The Principal Bal Bharti School Jaipur
subject statement	Subject: <u>Application for the job of TGT English</u> Madam, This is with reference to your advertisement in <i>The Times of India</i> on 4 May 2009 for the post of TGT (English). I am at present working with Vidya Bharti School, Jodhpur. Since my family is stationed in Jaipur, I am looking for a job in the same city. My parents are old and ailing, and hence require constant medical aid. I have 3 years of experience and can assure you of my best services if given a chance. I am enclosing my biodata for your perusal. Yours faithfully, Aroma B. Menezes

SAMPLE 2:

Apartment no 27,
Marigold Housing Society
Delhi

25th November, 2025

The Headmistress
St. Francis Anglo Indian Girls High School
Delhi

Subject: Seeking permission to attend a family function

Dear Ma'am,

I am writing to seek your permission for me to attend a family function on the 29th of November at Bangalore.

I would require a leave of three days (from 28.11.2025 to 30.11.2025). I have taken permission from my Class Teacher, and I will ensure that I keep myself informed about the daily lessons and complete everything up-to-date when I am back.

Kindly consider my request and grant me permission.

Thanking you

Yours sincerely,
Saajan Jose
Class IX C

LETTER TO THE EDITOR

Letter to the Editor Example 5. You are Chahat / Chetan, an IT Professional. You want to raise awareness about the rising incidences of cyber crimes. Write a letter to the editor of Cyber magazine “Info news”, highlighting the issue and suggesting measures to prevent such happenings.

Answer:

ABC
Noida

12 May 2026

The Editor
Info News
Noida

Subject: Awareness about cybercrimes

Sir/Madam

With this letter, I want to draw attention to an important aspect of cybercrime, which is a big source of concern in our world. If you could give my views a tiny room in your esteemed daily, I would be grateful.

Cybercrime has become a major menace to the digital society, and the victims are none other than ourselves. The internet is the sole source of information in today's world. Everything is digital nowadays, from the work-from-home or attending courses and seminars online. This online form, however, has also provided a new opportunity for hackers. They're lurking at every corner, waiting to pounce on someone's email or bank account. Cybercrime has now gotten out of hand. We urgently want stringent cyber regulations and public knowledge of the numerous sorts of cybercrime.

There are several options for keeping our sensitive information private on the internet, including tailored privacy settings and encryption. If individuals are aware of their actions, the chances of being hacked are reduced. In addition, robust cyber law and enforcement are required to ensure that such offenders are punished and that victims receive justice. I genuinely hope that my concerns will cause people to consider the potential hazards of cybercrime and that they will take further measures when using the internet in the future.

Yours sincerely
Chahat / Chetan

QUES. People have adapted to wearing face masks as a 'new normal'. But most of them do not know how to dispose of them properly. Spread awareness regarding the disposal of protective masks by writing a letter to an editor of a popular newspaper.

Answer:

Airport Road
New Delhi

4 May 2025

The Editor
The Times
New Delhi

Subject: An appeal to raise concern about the improper disposal of protective masks

Sir/Madam

With great respect and faith in the columns of your newspaper, I, ABC, a resident of Airport Road am writing to you. I want to inform you that face masks, which are widely used for safety against Covid-19, are being discarded in inappropriate locations by a segment of the population.

Face masks are being worn by a growing number of individuals to be safe from the disease, but disposing them away anywhere is not acceptable as it can cause many health related as well as environmental issues. People dump these masks carelessly in places like roadsides, pavements, gardens, etc. The elastic bands on these can pose death threat for the animals who mindlessly chew them. Also, these are a hub of germs and microbes and can spread infections. Proper disposal of face masks is crucial for prevention of spread of diseases. I would like to request the residents, through the columns of your prestigious publication to stop careless discarding of their used masks. The government agencies should sensitize people regarding this issue.

Thanking you in anticipation

Yours sincerely
ABC