

Formal letters

Format of a formal letter

Letter of Request

Harischandra Maha Vidyalaya Temple Road, Negombo.	①
06-01-2000.	②
Zonal Director of Education, Negombo.	③
Dear Madam/Sir,	④
Request for a Playground	⑤
I am writing to you regarding an essential facility for Harischandra Maha Vidyalaya. ⑥	
The students face a lot of inconvenience because of the lack of a playground for the school. As a result, although there are many talented athletes they are unable to perform well at district level sports meets. ⑦	
I would be obliged if you could please make available a suitable ground close to the school where the students could practise. ⑧	
I should be glad if you would give this matter your consideration. ⑨	
Thank you, Yours faithfully, ⑩	
..... ⑪	
B.W.SUGATHAPALA PRINCIPAL, HARISCHANDRA MAHA VIDYALAYA ⑫	

- ① sender's address
 - ② date
 - ③ receiver's address
 - ④ salutation
 - ⑤ subject of letter
 - ⑥ introduction
 - ⑦ reason for letter
 - ⑧ request for an action
 - ⑨ conclusion
 - ⑩ complimentary close
 - ⑪ signature
 - ⑫ name & designation in block letters
- (52)

Poonagalla.
Estate,
Poonagalla.
15-06-99



The Manager,
Lake Inn Hotel,
Nuwara Eliya.

Dear Sir,

Inquiry regarding a wedding reception

I understand that your hotel has provision for holding wedding receptions

My sister wishes to have her wedding reception which has been fixed for 15.12.99 at your hotel. Therefore I would like to know the cost per head.

I would also like to have details regarding the seating capacity of the hall and what facilities the hotel provides with or without extra payment, for the poruwa structure, the table decor, the settee for the bride and couple etc.

I look forward to hearing from you.

Yours faithfully,

Year 12A,
Sanghamitta Balika Vidyalaya,
Galle.

15.03.99

The Principal,
Sanghamitta Balika Vidyalaya,
Galle.

Dear Madam,

Permission to leave school early

We are hoping to publish our school magazine in June this year.

We need to collect advertisements from our well wishers. Please grant us permission to leave school at 10.00 a.m. today, so that we can go round canvassing for advertisements.

Thank you.

Yours faithfully,

Amali Silava,
Surangi Fonseka
MEMBERS OF MAGAZINE COMMITTEE.

● Letter of inquiry

Balika Vidyalaya,
Kegalle,

15.06.01.

The Manager,
Associated Electrical Corporation Ltd.,
140, Vauxhall Street,
Colombo 2.

Dear Madam,

Inquiry regarding Sisil Refrigerators

This is with reference to the advertisement in the 'Daily News' of 20th May about Sisil refrigerators.

The Past Pupils' Association has undertaken to supply a refrigerator to our school canteen. Therefore, we would like to know more about your range of refrigerator models- i.e. capacity, size, colour etc.

We would also like to have details regarding prices, terms of payment, service and guarantee period..

We would be much obliged if you could send us a brochure giving us all this information.

We would also like to know when these items could be examined.

Thank you. Looking forward to your reply,

Yours faithfully,

.....
Ranee Disanayake
PRESIDENT - PPA

● How the letter begins

◦ This is with reference to the advertisement

● If you want more information.

- Please send us more information
- Could you please send us more information
- We would like to know more about.

● How the letter of Inquiry ends

- Looking forward to your reply
- We hope that you would send us this information ^{at your} earliest