



Provincial Department of Education – Sabaragamuwa – Week School

Week: - 2nd Week, December, 2021

Subject: English

Grade -10

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Kg/Dehi/Kalyani M.V

Competency level - 7.7 Writes for official purposes

Pre Learning Activity

Find the relevant letter type and match with the example letters.

Letter of requesting Letter of apologizing
Letter of ordering Letter of thanking
Letter of responding

Date

Receiver's Address

Dear Receiver's Name,

We are really very thankful to you and the staff members who have worked so hard for our help. You have done your work within committed time.

I am writing this letter in response to your letter received on 22 March 2021. I read that you are expecting a salary raise this year. I know you have completed your committed time with us and shown your best performance.

I am thrilled to inform you that you will experience a good raise in your salary, seeing your better performance in the past year. Along with that, our office has planned to provide you with some goodies as a term of encouragement to help you work hard in the coming future. We commit you to provide a raise of 10% income this year.

We are glad you are a part of our company. Looking forward to your good performance.

Thank You
Yours Sincerely,
Sender's Name

To,
Project Head
Research & Development
Ap #345-3847 Metus Road
Independence CO 30135

Subject: Letter with an apology.

Dear Sir/ Ma'am,

I am writing this letter to accept my mistakes (that I have misplaced the samples and didn't remember) and to apologize for being so irresponsible. I will surely change my working strategy and will definitely keep everything noted for future references.

Please forgive me and provide me another chance to prove myself. I shall be very grateful to you for your kindness and consideration.

Thanking you.

Sincerely,
Hiram Mullins
754-6427 Nunc Ave
Kennewick AL 41329
(716) 977-5775



From:

Mr. Clayson Gamble
Principal

1216 Cottonwood Lane

Nashville, TN 37203

Date: August 29th, 2020

To,

James L. Mendoza

Director

Infinity Threads Ltd.

Bridgeville, PA 15017

Dear Mr. Clayson Gamble,

On behalf of Fall-Hamilton Elementary School, I would like to thank Infinity Threads Ltd. for donating our school with five computers. We are very thankful to your company for providing us with computers which will help us provide our students with technical education, which is a must in present times.

Fall-Hamilton Elementary School is an initiative by our NGO named Shiksha and aims at providing education to all those children whose parents are unable to enroll them in schools. Our school has classes up to standard V. Considering the present times, we understand the importance of learning computers for students and that's why we have recently constructed a computer lab but until now we had just two computers which were donated by some other generous donor like you. And now with your kind support, we will have seven computers in our lab which will help us teach computers to our students.

We would again like to extend a warm thank you to your company for helping us and our students.

Sincerely,

Mr. Clayson Gamble

Principal

Fall-Hamilton Elementary School

Date _____

To

(Name of recipient)

(Address/zip)

Subject: request for renewal certificate

Dear (Name)

I am writing to request for a renewal of my insurance certificate which is expiring on (date)

I have attached the details of the original certificate to help you see the terms of the previous one. Kindly provide the certificate at your earliest possible.

Thanking you.

Yours sincerely,

(Signature)

Name of the sender

(Company/individual)

Manny Manufacturing, Inc.

4378 E. #4th Street

Place, Zip Code

February 5th, 2008

XYZ, Inc

Place, Zip Code

Attention: Sales Department

I'd like to order (mention the orders in a table). The reference numbers are from your 2003 catalogue. Please include a catalogue with my order.

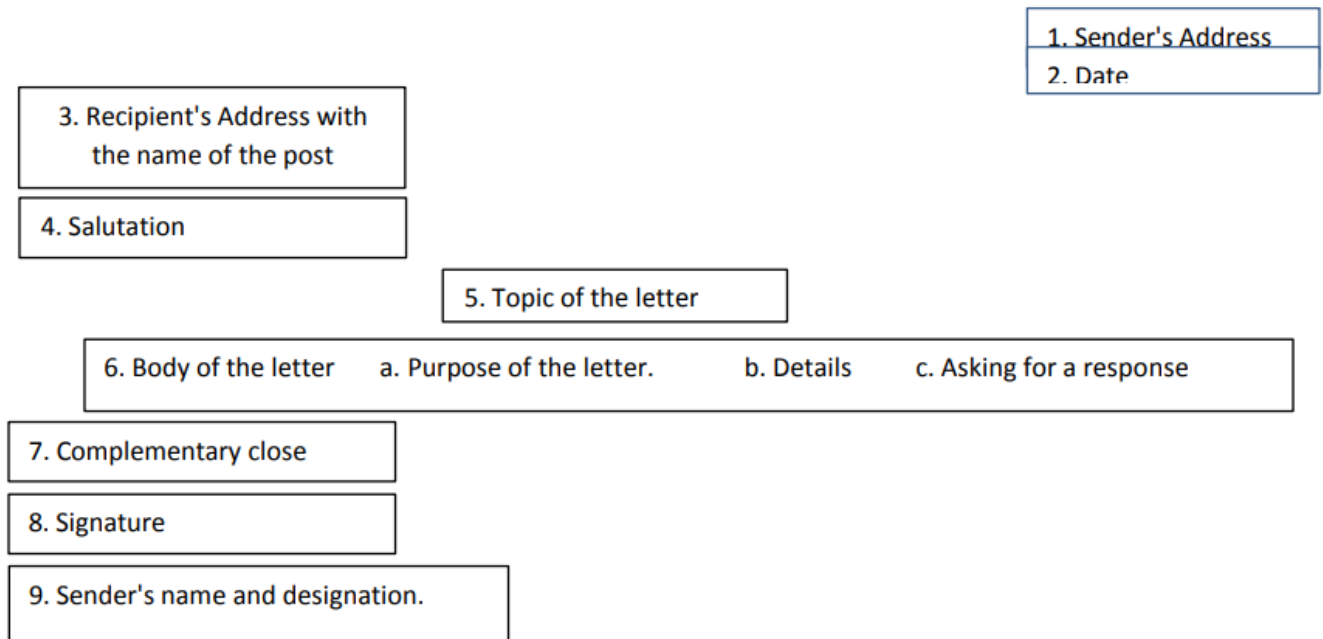
I want this order to ship COD complete. If you cannot send the complete order within 10 days, please inform me immediately. I can be contacted at 87609967.

Thank you

Name

Designation

Let's learn the format of a Formal letter.



Study the format of the formal letter above and put the given information according to the format and write the letter.

1. Sender's address : Rajasingha Maha Vidyalaya Madampe Road Kuliypitiya.
2. Date : 20.11.2017
3. Recipient's address : The Manager Lotus Bookshop Main Road Kuliypitiya.
4. Salutation : Dear Sir/Madam
5. Topic of letter : Request for the price list of book.
6. Body of the letter : I am writing this letter to request you to send us the latest price list of the books available in your bookshop.
- Our school needs specially supplementary books for different subjects and latest short stories and novels.
- I look forward to receiving an early reply.
7. Complementary Close : Yours Sincerely / Yours faithfully,
8. Signature :
9. Sender's name and designation : Charika Perera/The Librarian.

Post Learning Activity



Fill the blanks using given phrases.

.....,

Flower road,

Kandy.

25/05/2021.

.....,

David Perris motor PVT,

Colombo.

Dear Sir,

.....

I have been working as a for last few years. When I was going through the newspaper in last week, my eyes caught up the new model from your company.

..... model is really interesting and I would like to know more details about the bike.

..... more details and the quoted price at your earliest to above address.

.....

Faithful,

Brian Perera.

A.B. Perera / BMW HP5 racing bike / Requesting details about a motor bike /_Thank you /
Please send / Sales Manager/ Professional Bike Rider

Dear Students,



Follow this link and practice more about “letter writing”

<https://www.e-thaksalawa.moe.gov.lk/moodle/mod/resource/view.php?id=43086>

Please watch this video to know about letter writing.

https://youtu.be/Lj10Z_ap3cg

Assessment

Imagine that you are the teacher of Home Science in your school and you want to buy some electrical items to the Home Science Room. Write a letter to a leading company in your area requesting their prices. (Mention the electrical items you want to buy)

(10 marks)