

LETTER WRITING PART (1) FORMAL LETTERS



Grade 12/13
General English



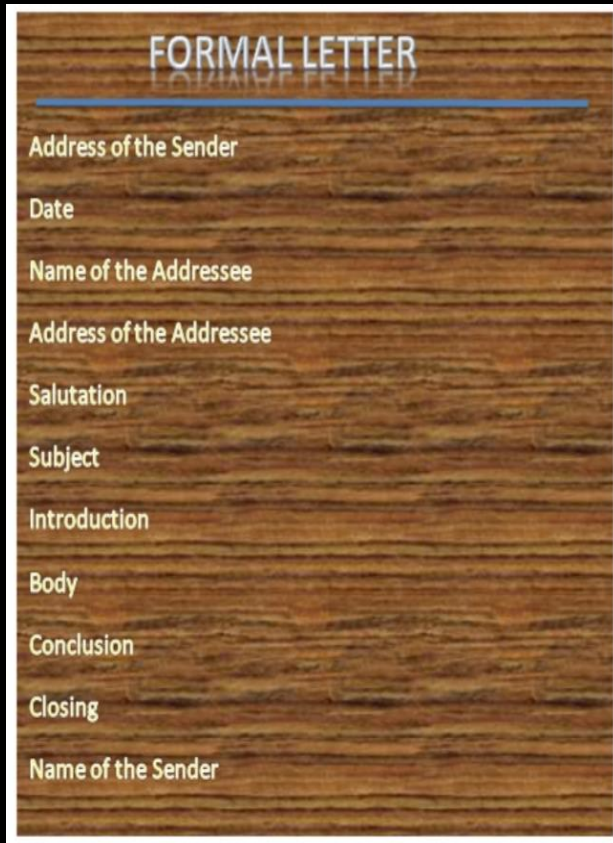
NILUSHA HERATH

WHAT IS A FORMAL LETTER

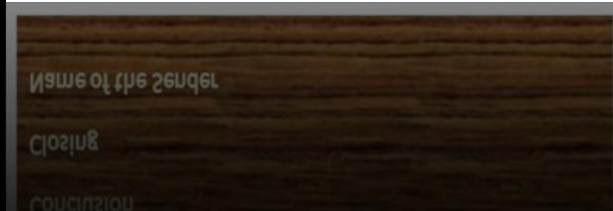
- A **formal letter** is one written in a **formal** and ceremonious language and follows a certain stipulated format. Such **letters** are written for official purposes to authorities, dignitaries, colleagues, seniors ,etc and not to personal contacts, friends or family.



FORMAT OF OF A FORMAL LETTER



- Address of the sender
- Date
- Name of the addressee
- Address of the addressee
- Salutation
- Subject
- Introduction
- Body
- Conclusion
- Closing
- Signature /Name of the sender



FORMAL LETTER STRUCTURE

Dear sir/Madam

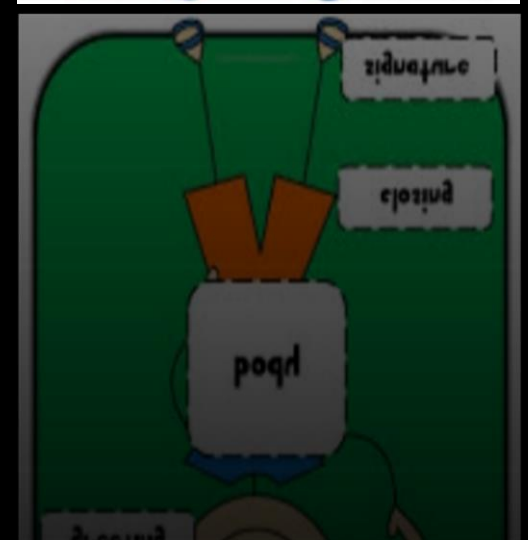
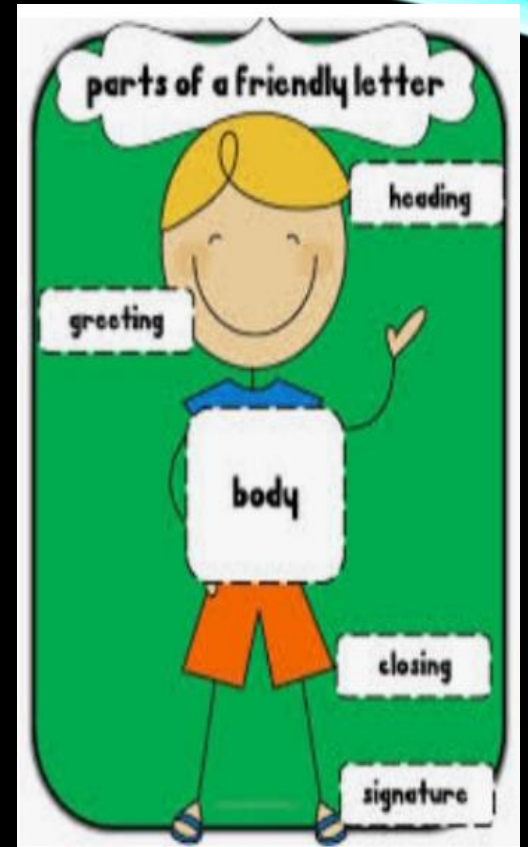
- **Paragraph 1**- say why you are writing to them (I am writing with regard to...)
- **Paragraph 2**- Bullet point 1 and supporting details
- **Paragraph 3**- Bullet point 2 and supporting details
- **Paragraph 4**- Bullet point 3 and supporting details

I look forward to hearing from you .

Yours faithfully,

Signature

(your full name)



NILUSHA HERATH

FORMAL LETTER

A. B. C. Perera,
No. 12,
Chilaw
14.05.2020



The manager,
Nanasa book shop
Colombo RD,
Chilaw.

Dear sir,

Replacing Books As Per Order

I received the packet of books sent by you on the 5th May, but I regret to inform you that the books sent to me by parcel, do not conform to the order placed by me. So I am returning them to you.

Please replace the books of the latest editions by return of post.

Thanking you,
Yours faithfully,

.....
(A. B. C. Perera)

NILUSHA HERATH

REMEMBER



- Marks will be allocated according to the following band description.

- Format = 0-1
- Content =0-5
- Language =0-7
- Organization =0-2



EXERCISES 1

- Write an official letter on behalf of the students of your school to the Mayor of Colombo inviting him to be the Chief Guest of the Annual Prize Giving of the school. Include the following.

- (1) State strongly why you want this person to be the Chief Guest.
- (2) Give details of the function especially date, time and venue.
- (3) Kindly request a reply in writing.



EXERCISE 2



- Write an official letter to the editor of a local newspaper about a frequent breakdowns in water supply in your area.

- (1) Explain the current situation of water supply in your area.
- (2) state clearly why your area needs a continuous water supply.
- (3) direct the problem to the relevant authorities.



End of
Part One

