

The article "Formal Letter Writing in English: Ultimate Letter Writing Solution" will let you understand the definition, format, template, and samples of formal letter writing in English. The solved and unsolved questions on formal letter writing will boost your practice of letter-writing skills and help you excel in your career. **A formal letter is also used for Business letters as they are formal in style, clear, and compact. Their language is formal in use as the name suggests.** Formal letters are a professional way of writing letters and will land you a job and excellent grades on exams. Formal letter writing is useful for students of all classes. Download the free PDF of the formal letter-writing article.

## Definition of a Formal Letter

Formal Letters are formal in style and technique, also called Business Letters to run your business in a professional way, are written in a specified and defined format. Formal Letters are different than informal or friendly letters where the formality of letter writing is maintained in all dimensions. You need to understand the basics of formal letter writing's format and structure like a professional who helps to communicate the idea of the company to the customers.

Formal letters are also called business letters, and they serve as a means of reaching out to people not only within the locality and neighborhood but also in other cities and countries. A formal letter is your representation in all written transactions. A [formal letter](#) has become the main part of the business which one can't ignore to succeed in business. You can't survive in your business without related communication through formal letter writing to handle customers' queries like negotiations, complaints, and claims.

## The Importance of a Formal Letter or Business Letter in the Present Scenario

You might be thinking that [letter writing](#) has no value at the time of digitization, but the traditional way of writing letters still has importance in the business world for the following reasons:

- Writing letters to your friends and relatives still has value in strengthening the relationship with them. Business or formal letters help you sustain and grow your business relationships with other business houses and customers.
- In complex situations, formal business letters are the ultimate solution to sharing the exact information.
- They help to maintain a proper record for future reference.
- They help in reaching global customers without increasing the expense.
- They strengthen the emotional relationship between the company and the customer.

## Types of Letters: Ultimate Letter Writing Solution

**Generally, there are two types of letters. Informal Letters and Formal Letters:**

## **Informal Letter**

There is no formality in such letters and generally written to friends and relatives. These are written in freestyle like conversational talks in a family.

## **Formal Letter**

**A formal letter is also used for Business letters as they are formal in style, clear, and compact. Their language is formal in use as the name suggests.**

## **Types of Formal Letters**

There are various types of formal letters, some of which are listed below:

- **Business Letter:** As the name suggests, these are written for business. They are commercially used and contain complaints, orders, quotations of products, claims letters, etc. They are called formal as they have to follow certain rules of structures and patterns. They are required to fulfill certain formalities.
- **Official Letter:** Such letters are written to officials for some complaints and grievances of the public. Official letters are also formal and follow some structure and fixed patterns.
- **Letter of Application/Application for Job:** You write such letters when you apply for any job. This is called a **covering letter**.
- **Letter to the Editor:** Letters are written to editors if people's complaints are not solved at local level offices. They cover some broader aspects of society like pollution problems, problems with stray animals, and electricity problems in the locality.

## **Purpose of Formal Letter Writing in English: The Ultimate Letter Writing Solution**

The ultimate purpose of letter writing is to sustain a business relationship or develop a new business relationship to reach the top. The purpose can be different in different formal letters, such as business, cover, official, claim, and letters to the editor, but the theme of all formal letters is the same and that is to convey the meaning in the right sense.

For example, when we apply for any post in any organisation, the purpose of the cover letter is to convey the achievements and services that we can offer to the company. The same is the case with a manager of a company who attends to complaints of damaged products from a customer. His goal is to make the customer happy and do some cost-effective things that will help his business. Therefore, the formal letter must enhance the relationship between the customer and the organisation with the right sense.

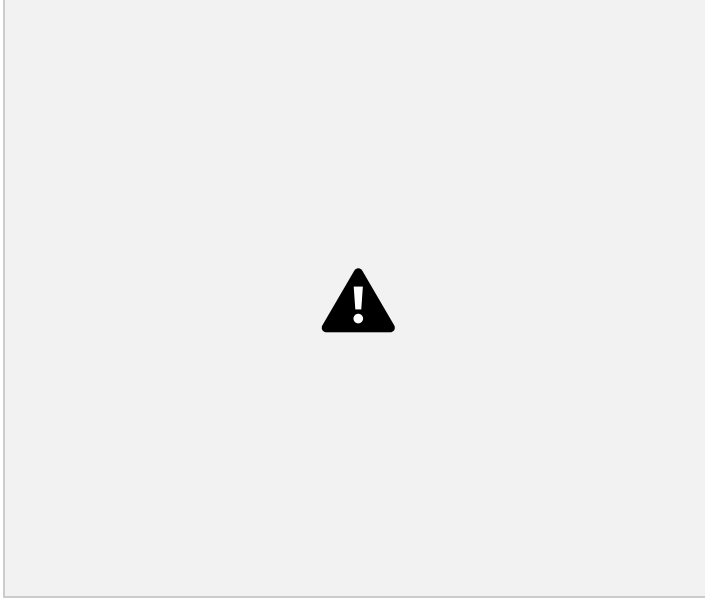
## 7C's of Formal Letter: Ultimate Letter Writing Solution

The formal letter should be clear, conclusive, correct, considerate, concrete, coherent, and complete to give the desired result for the writer of the letter. Therefore, follow the 7C's of formal letter writing in English:

- 1. Clear:** The content of the letter must be clear, understandable, and progressive toward the desired outcomes. The ideas expressed must be logically connected. The language used should be simple. Long and ambiguous expressions, as well as words and phrases that are repeated, should be avoided. Jargon is to be avoided.
- 2. Conclusive:** The letter should be brief and direct. All words should be able to stand on their own. Try not to include any irrelevant information while writing the letter. Avoid using long and ambiguous expressions, repetitive words, and long phrases. Mention only what is necessary.
- 3. Correct:** Avoid misinformation. Avoid being misled. Write only what is feasible and valid in light of the letter's requirements.
- 4. Considerate:** Be considerate of the letter's recipient. When writing a letter, always be courteous. Avoid using derogatory language because it sullies the relationship between the sender and the receiver.
- 5. Concrete:** The queries should be explained in a concrete and effective manner.
- 6. Coherence:** The main points of the letter should be explained in the first paragraph. Expound on the main points in the body of the letter. In the conclusion section, the solution is required. It means that the letter should be consistent throughout.
- 7. Complete:** It is assumed that a letter has a proper structure and that the contents are meaningful. That is, it should be finished on all sides. The cover letter should include all of the letter's components. A letter is said to be structurally complete when all of its required and optional parts are present.

## Formal Letter Format/Structure: The Ultimate Letter Writing Solution

To convey the right message in the right way, you must follow the letter writing format in business, cover, official, claim, and letter to the editor.



canva

- **Sender's address:** It's necessary to write the complete address of the person who is writing the letter in formal letter.
- **Reference number and date:** Always write down your despatch register's reference number and date for future reference in formal letters.
- **Receiver's Name and Address:** Name and address of the receiver of the letter should be clear in all format of formal letters.
- **Subject of the Letter:** Write the main subject of the letter in one sentence to help the readers to know about the matter of letter.
- **Greeting or Salutation:** Give proper respect to the receiver of the letter to strengthen the relationship between the business house and the customer.
- **The body of the letter** should be composed of three to four paragraphs. In the first paragraph, properly put your question. In the second paragraph, explain the things in detail. Elaborate your queries and requirements in simple and clear language so that the receiver can make them out easily. In the third paragraph, give the solution to the problem to help to convey the exact feeling and message of the formal or business letters.
- **It ends the letter politely and respectably.** Yours lovingly, Yours faithfully, Sincerely Yours or Yours sincerely and Yours truly are used shows your values in the eyes of the readers.
- **Signature:** Put your signature at the end of the all format of formal letters.

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these topics. Readlearexcel's writing skills are designed by an expert English teacher with 25 years of teaching experience.

- [Advertisement Writing](#)
- [Article Writing](#)
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- [Report Writing](#)
- [Letter Writing](#)
- [Speech Writing](#)
- [Essay Writing](#)
- [Paragraph Writing](#)
- [Note-Making](#)
- [Email Writing](#)

## Formal Letter Template: The Ultimate tool for Writing a Letter

Formal letter template is an easy tool to write correct, clear, and concise letters. The formal letter template will be a right tool for all types of formal letters like letter writing format in business, cover, official, claim, and letter to the editor. The students, managers, customers, and all the people who have to write formal letters will be benefitted from the template of formal letter.

### Formal Letter Template

#### Sample Template

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1. [Sender's Name and Address]

Address:.....

2. [Date/Reference No.]

Date:.....

3. [Receiver's Name and Address]

Name:.....

Address:.....

4. [Subject]

Subject:.....

5. [Salutation]

Dear Sir/Madam

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6. [Body of the Letter]

Introductory Paragraph.....

**This is to bring in your kind notice that you have not fulfilled the terms and conditions of the contract of sending the books for which you were given orders, vide order no....., dated.....**

Main body of the formal letter.....

**You failed to send the ordered books in good conditions and the the faulty delivery caused us a big loss.....**

Concluding Paragraph.....

**We are extremely sorry that you disappointed us as you didn't hold up your end of the contract we signed.....**

**Thanks**

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7. Sincerely

Yours lovingly, Yours faithfully, Sincerely Yours or Yours sincerely and Yours truly.....

8. [Signature]

.....

9. [ Sender's Name]

**Name: .....**

10. Email/Telephone no.

.....

## Formal Letter Samples: Ultimate Letter Writing Solution

The formal letters samples will give you the ultimate solution to letter writing for all.

**Formal Letter Sample 1: Application/cover letter for the post of a teacher( For class 10,11, and 12th)**

**Example 1. You are Deepansi/Dharmender, a resident of Rohtak. You saw an advertisement for the post of English Teacher at Ganga International School, Panipat. Write an application to the Principal of the school for the post of English Teacher.**

**Deepali/Dharmender**

**H.No. 47**

**Sector 6**

**Delhi Road**

**Rohtak**

**Date: 21/03/2023**

**The Principal**

**Ganga International School**

**Delhi Road**

**Panipat**

**Subject: Application for the post of English Teacher**

**Respected Sir**

**Concerning your advertisement for the post of English Teacher in The Tribune, dated March 20, 2023, I am applying for the post of English Teacher in your reputed school. I am highly interested in this position and I would be highly thankful if you could consider my application for the said post.**

**I have completed my M.A. in English from the Department of English, Kurukshetra University, Kurukshetra. I have been working as an English teacher in an English-medium school for the last two years. While working as a teacher with students and parents, I have come across a lot of challenging situations. Therefore, I have gained a lot of experience as an English teacher. I am digitally strong and I have good knowledge of computers. I am fond of solving students' problems in all circumstances.**

**I have attached my detailed CV with the application. I hope you will consider my application for an interview. Your positive response will be highly solicited. Thank you in anticipation.**

Yours faithfully

Deepali/Dharmender

## Formal Letter Sample 2: Official Letter of complaining about poor patrolling by the police

( For class 10,11, and 12th)

**Question: Write a letter to the Superintendent of Police of your district complaining about poor patrolling by the police in your area resulting in petty crimes. (HBSE 2017D)**

240/7, Ward No. 7

Arya Nagar

Panipat

25th March 2023

The Superintendent of Police

Panipat

**Subject: Complaint letter regarding police patrol in our neighbourhood.**

Respected Sir

I, Mahesh of Arya Nagar, am writing to draw your attention to the rising crime rate in our neighbourhood. Crime in the area has increased, and one of the reasons is poor patrolling by police officers on the beat.

Unfortunately, police patrolling in our area is not very strict, and only a few officers are seen patrolling in the area. Police negligence facilitates criminal activity. Theft is on the rise in our community. We usually see police patrolling in the early hours of the night, and they seem unconcerned about what happens during the night. They also attacked the watchman, who was seriously injured and hospitalized. So there is no watchman these days.

So, please look into the matter and assist us. Please assign police officers to work late at night. Please ask your people to uphold the rule of law and order. Arrest anyone found roaming the colony at night for no apparent reason. This will help to put a stop to such incidents. Your prompt action in this matter will be greatly appreciated by the people of the area. Thank you in advance.

Yours sincerely



**Mahesh**

**EXERCISE FOR PRACTICE: 1. Write a letter to the SHO of your locality reporting the theft of your bike/scooter. You are Nisha/Naresh living at 1020, Sector 6, Jind. (HBSE 2018 SET D)**

**2. Write a letter to the librarian of your school requesting him to remit your library fine(2017B)**

**3. Write an application to the Principal of your school requesting her to grant you one day's leave. Sign as Kanika/Kunal of class XII. (2018B)**

**4. Write an application to the Principal of your school requesting her to remit your fine for being absent from school. Sign as Roma/Rajiv of class XII.( 2018 C)**

### **Formal Letter Sample 3: Letter of Enquiry for course**

**( For class 10,11, and 12th)**

**Question: You are Kazim/Kumud of 148, Raj Nagar, Jhajjar. You are awaiting your class XII results. Meanwhile, you would like to do a short-term course on etiquette development. Write a letter to The Director, Personal Care, Rohtak enquiring about the course detail. (125-150 words)**

**148**

**Raj Nagar**

**Jhajjar**

**17th March 2023**

**The Director of Personal Care**

**Department of Public Relations**

**Rohtak**

**Subject: To enquire about the short course on etiquette development**

**Respected Sir**

**I live in Raj Nagar and would like to enroll in your short course on etiquette development. I took the 12th-grade exam and am awaiting the results.**

**During the summer, I saw your advertisement for a short course on etiquette development in The Tribune. Sir, I need some information about this course. Could you**

please tell me how long the course will last? What are the course's timings? What is the course fee? How can I ensure my seat in the course? This course interests me because it will help me improve my skills.

Please provide the above information so that I may proceed.

I am awaiting your response. Your prompt response will assist me in making an admissions decision.

Yours faithfully

Kazim/Kumud

## Formal Letter Sample 4: Business Letter for booking

( For class 10,11, and 12th)

**Question: You are Suneel/Sunita, the head boy/girl of Raman Public School, Jind. An excursion has been planned from your school to Shimla. Write a letter to The Secretary, Youth Hostel, Shimla requesting him to provide accommodation for 15 girls and 20 boys for five days. (125-150 words)(2017)**

The Head Boy/Girl

Raman Public School

Jind

5th March 2023

The Secretary

Youth Hostel

Shimla

Subject: Request for 15 girls and 20 boys to stay for five days.

Respectfully, Sir

I am Suneel, the head boy of Raman Public School in Jind, and I would like to request that you arrange for 15 girls and 20 boys to stay for five days from March 5 to March 10. Our school group is taking a five-day excursion to Shimla.

We are a group of 25 students from Jind on an adventure and excursion tour to Shimla. We'll arrive at 5 p.m. on March 5th. We will report to you. We require lodging for the boys and girls for five days. Please make arrangements for food and lodging for us during our

stay in Shimla. Every year during summer vacation, our school visits Shimla. Your youth hostel is ideal for a stay because it is the safest place for females. In the youth hostel, we feel at ease.

We hope to hear from you as soon as possible. Please notify us as soon as possible so that the students are not inconvenienced. We will be grateful for your positive response.

I eagerly await your response.

Sincerely Yours

Suneel

**Formal Letter Sample 5: Business Letter, to enquire about the course.**

**( For class 10,11, and 12th)**

**Question: You are interested in taking The British Council library membership in Delhi. Write a letter to The Head Librarian asking for the details and the required procedure. You are Preetam/Priya. (2017)**

H.No. 217

Sector 6

Jhajjar

7th May 2023

The Head Librarian

The British Council Library

Kasturba Marg

New Delhi

**Subject: Application for membership in the British Council's library in Delhi**

Respected Sir

I'd like to draw your attention to the fact that I am a student at Kirori Mal College, Delhi University. I'd like to join your esteemed library at the British Council in New Delhi. Our college is on summer break.

I am a final-year student at Kirori Mal College. I intend to take the IELTS exam within the next month. As a result, I enrolled in an IELTS preparation course. As a result, I will need

to join your library. I'd like to use your library's resources because you have the best collection of new books on various subjects in Delhi. In addition, I must attend IELTS training at the British Council. As a result, I will require library membership. Please inform me of the membership terms and conditions.

I'm hoping to hear from you soon. I'm looking forward to hearing from you. Thank you very much.

Sincerely Yours

Preetam

## Formal Letter Sample 6 – Letter to the Editor about repairing of a road in your city

( For class 10,11, and 12th)

You live in Sector 6 of HUDA Colony in Jhajjar. The sector's roads are in poor condition, and you have written to the local authority several times, but no action has been taken. Write a letter to the editor of "The Tribune" requesting that it be published.

Mahinder Singh Yadav

H.No. 942

Sector 6

Jhajjar-124103

Date: October 10, 2022

The Editor

The Tribune

Chandigarh

Subject: Repairing of road in Sector 6, Jhajjar.

Respected Sir

I would like to bring to your kind notice the poor condition of roads in Sector 6, Jhajjar. There are big holes in the road, which cause many accidents in our locality. We have already appealed to the estate office to look into the matter, but unfortunately, no action was taken by the estate office. So, we have to write to you about how bad the roads are in Sector 6, Jhajjar, so that your respected newspaper can report on it.

The roads from the main entries from Gurugram and Rewari are totally damaged during the rainy seasons. The wide roads and connected roads are in poor condition. Even walking on these roads is not possible during the night. We have written to the higher authorities many times, but we have not been heard by the concerned authorities.

Therefore, the RWA of this sector decided to write to you to draw the attention of the authorities at the upper level. Thus, RWA requests that you publish your article in "The Tribune." Your positive action will be highly appreciated by the residents of Sector 6, Jhajjar.

Thanking you

Sincerely

Mahinder Singh Yadav

+9125658954

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### **Readlearnexcel Message on Writing Formal Letter**

Readlearnexcel expects students to learn how to write formal letters because it will improve their writing abilities. The article is about formal letters, but the facts are not formal, but rather the real way of learning letter writing. Continue reading at [readlearnexcel.com](http://readlearnexcel.com) and have fun learning with us.