Formats of writing informal and formal letters-Class IX

TASK 1 - Letter Writing

Formal letter

Points to remember

- Try to avoid starting with "I".
- Keep sentences short and to the point.
- Do not use contractions (I’ve, won’t etc).
- End with a short sentence that anticipates the response of the addressee.
- The tone in an informal letter is polite and impersonal.
- Use passive voice where possible.

Letter to the Editor (Important points)

- Begin with reference to a recent development/ event/ issue
- Give details of topic—bring out cause-effect relationship.
- Offer suggestions/ solutions
- Do NOT ask the editor to solve the problem as he can only voice your views, ideas.
- Remember that a 'leading national daily' means that a newspaper that is popular across the country and is circulated on an everyday basis.

FORMAT:

FORMAL LETTER

Sender’s address

Date

Receiver’s Name, Designation & Address

Subject: [Underline the subject]

Dear Sir / Madam

Content

Para 1 - Opening statement—introducing oneself, stating the purpose of writing the letter

- Through the columns of your newspaper, I wish to highlight/bring to your notice/express my concern...
- This is with reference to...
- This is to bring to your notice that...

Para 2 - Reasons advanced/Describe the nature of the complaint/problem [cause and effect of the problem]

- .................... has led to ....................
- As a result, ....................

Para 3 - Suggestions to solve the problem at an individual level and as a group

- I feel that ......
- In my opinion .........
- I suggest that ...........
An informal letter can be: The government must/can: 

Para 4- Closing statement
- I hope…
- I would request you to….
- I look forward to your….

Yours faithfully/truly or Yours sincerely
Sender’s Name

INFORMAL LETTER

Sender's address
Date
Salutation (Dear/My dear/Dearest….)
Content Para 1- Introduction
Para 2- Purpose of writing the letter (describing the theme of the question)
Para 3- Conclusion
Subscription (Yours lovingly)
Name

Sample Question-Formal Letter

Q. You were deeply affected by the information that you received after watching a show on National Geographic channel recently on the rising menace of poaching tigers in Indian forest reserves. Write a letter to the editor of a leading national daily, requesting him to publish an article in his newspaper on this issue, to create awareness among Indians.

56, MG Road
Greater Kailash
New Delhi-110003
01-07-2016

The Editor
The Hindustan Times
Kasturba Gandhi Marg
New Delhi-110001

Subject: The Menace of Poaching at Indian Wildlife Reserves

Dear Sir
This is with reference to a show on a National Geographic Channel, regarding poaching at wildlife reserves in India and the role that the wildlife mafias are playing. The situation is a cause of concern to all, as more and more animals in these reserves are falling prey to man's greed and callousness.

The wildlife mafias have penetrated the very heart of famous animal reserves like Jim Corbett National Park. The killing of tuskers has become rampant, resulting in a sharp fall in the number of elephants at this reserve. All indications prove that the police are either hand-in-glove with the
poachers, or are doing very little to trace the men responsible for such a crime. Rising prices of ivory and the popularity of Indian ivory in foreign markets has led to the killings of these animals. The stark reality struck recently, with the killing of Rhinos in Kaziranga, during the visit of Prince William and his wife. The practice of culling of neelgais, and of leopards which stray into human habitations, is not just a heinous crime, but is also harmful to the environment.

The government needs to make stricter laws against poaching. Harsh steps against the criminals and increased awareness among the masses can help the issue. After all, it is our duty to protect our animal reserves.

I hope that timely action by the concerned authorities will contain the damage already done and create safer habitats for animals.

Yours faithfully
Raman Sharma

---

**Sample Question-Informal Letter**

Q. Your friend, who has just moved to a hostel, is not able to adjust very well there. Write a letter to him/her advising him how to settle in a new environ. You are Nimish, living at M-40, Subhash Nagar, New Delhi-110056.

M-40
Subhash Nagar
New Delhi-110056

01 July 2016

Dear Madhav

I received your letter and was very glad to hear that you have taken admission at a premier school. However, I felt sad that you are finding it difficult to adjust to the new place. In this letter I shall give you some tips on how to settle down in a new environ.

First of all, you should befriend students who share the same interests as you. You can refer to like-minded seniors for help with your way around the school and the hostel, as they are people with experience of the place. Then, you can read up about the history of the area and its special attractions. This will arm you to deal with the local people. You can visit the local markets and other tourist spots to understand the history and culture of the city. But, be wary of people who might mislead and trap you.

I hope that you settle in at the hostel soon. Do convey my regards to your parents.

Yours lovingly
Nimish

---

**Unsolved questions:**

Q. As Vaibhav/ Vibha you are quite concerned about the increasing incidents of deaths and accidents caused due to the endemic disorder called road rage. He/ She decides to write a letter to the editor of a national daily drawing attention to this problem and the urgent need to curb it and
inculcate the habit of disciplined driving. Use the following clues and write the letter in not more than 20 words.

- Rash driving – both dangerous and an offence; License to drive is not license to kill
- Causes of road rage – intolerance, lack of self-discipline, sense of superiority on owning a bigger vehicle, family and work related stress, absence of severe penalty for defaulters
- Avoid road rage-be a disciplined motorist
  Know traffic rules; be courteous to fellow drivers; start before time if you have an appointment, maintain your cool-don’t carry stress while driving

Q. Write a letter to the Editor of Hindustan Times about the disregard shown by the industries near the rivers towards the environment, causing water pollution by discharging their chemical waste in the nearby water bodies. Follow the format. You may use the following hints:

- A whole range of industries discharge their effluents into the river water.
- Affecting the aquatic life.
- Leading to many water borne diseases.
- Reducing the drinkable water to non portable water.

Q. Write a letter to your brother who has recently recovered from high fever, advising him on how to stay healthy during the rainy season. You are Shiv/Shivani.
You may use the following hints:

- most people are prone to fall sick in the monsoons
- avoid food from roadside stalls
- avoid getting wet in the rain
- use precautions against mosquito bites
- stay clean and bathe regularly
- drink fresh and clean water

............................................................