

## English Grammar Class 7

### Letter Writing

Have you ever wondered where the custom of writing letters originated? One of the earliest methods of communicating with family and friends was through letters, and this practice has persisted ever since. In this article, we will learn different ways to write a letter and their formats with examples followed by practice questions.



*Image: English Grammar*

### Importance of Letter Writing

Writing letters is more than just a decorative skill. Even today, writing letters has been seen as a crucial ability that everyone should learn. Especially in a formal setting writing a good letter helps communicate your ideas in an effective way and one can come across as well-read. Whereas for informal writing, the personal way of connecting via a letter will always be well received and improve interpersonal relationships.



*Image: Letter Writing*

## Letter Writing

A letter is a statement that is written on paper and can be printed or handwritten. It is typically mailed or delivered to the addressee in an envelope, however, this is not a requirement. Any such message sent through the mail is a letter, a two-way written correspondence.

The art of letter writing has fallen out of favour as emails, texts, and other similar modes of communication have taken over as the standard for communication. But even now, letters still play an important role in our communication, particularly official communication. Whether it's a cover letter for a job, a notice from the bank, or an acceptance letter from college, letters remain an important means of communication. Therefore, it's crucial that we understand the subtleties of letter writing.



*Image: Types of letter writing*

## Types of Letter Writing

Let's start by realizing that there are essentially two types of letters: formal and informal.

## Formal Letters

A formal letter is one that adheres to a predefined format and is written in a formal, ceremonial tone. Such letters are not sent to private individuals, such as friends or family members, but instead to authorities, dignitaries, coworkers, and seniors for official objectives. Writing formal letters requires adherence to a variety of conventions. So let's look at an example of a formal letter format.

### The format of a formal letter is:

1. Specify the Sender's Address
2. Mention the Receiver's Address
3. Add the date
4. Put the letter's subject in writing.
5. Put greetings in
6. Initially, the Introduction
7. Add the formal letter's body
8. Conclusion
9. Closing
10. Signature

### Example:

**Write a letter to request to issue a School Leaving Certificate.**

To  
The Principal  
John Matriculation School  
Madurai – 625 017  
Subject- Request for School Leaving Certificate  
Respected Madam

I would like to acknowledge, with the utmost respect and humility, that I am the father of two girls who are students at your esteemed university. The name of my older daughter, Seenivas, who is in the tenth grade, is different from the name of my younger daughter, Meenu, who is in the sixth grade. Given that I am an army employee, ma'am, the nature of my work is not constant. As a result, I must depart with my family by the second of the next month.

I can't really advance in my job and leave my family here if I do that. I thus ask that you issue them School Graduation Certificates. I will be very grateful. Many thanks,

Yours truly

Srinivas

9800XXXXX

10/C, Narimedu,

Madurai – 625 012

16 Dec 2022

### Informal Letter

Informal letters are written to the writer's close friends, family, and other members of their social network. The letters are informal and personal in tone because they are sent to close family members. Writing informal letters requires using informal language. And often there may even be an emotional tinge to the letters.

Informal letters are typically used for private correspondence. They really aren't required to conform to any set pattern, format, or tradition. They can be created to suit the author's preferences and the situation. As a result, the letter was written in a friendly, informal style.

The format to write this kind of letter is as follows,

- Location of the sender
- When a letter was written
- Address of the Recipient
- Salutation/Greeting

- the letter's body
- Conclusion
- Authentication of the sender

### Examples:

**Write a letter to a friend-Inviting him during vacation.**

216, new colony,

Chennai, Tamil Nadu.

March 6, 20xx

Dear Vignesh,

Our summer break has started. You are now also free. I want you to come and stay with me for a few days during your vacation. We'll have a great time. Shimla is where one of my uncles resides. He resides in a huge home. He practices medicine there. I'm hoping you'll be here soon. Next Sunday, we will depart.

The weather in Shimla is excellent. We'll venture outside in the morning to take in the splendour of nature. There, apples are quite affordable. Eating apples and other fruit will help our health. We'll go to Kufri and the Mall. We'll also go to Jakhoo. You'll enjoy Shimla a lot.

With best wishes.

Yours sincerely,

Thiru

### Difference between a formal letter and an Informal letter

	Formal Letter	Informal Letter
Name	Dear Ms/Mrs/Mr	Hi/Hello
Reason for writing	I am writing with regard to	I am writing about

Giving Information	We regret to inform you that	Unfortunately
Attachments	Pls find attached my report	I've attached
Asking for Information	Could you give me some information about	Could you elaborate a little more on

We have discussed the two basic types of letter. However, there are a variety of letter types based on formalities, content, intended recipients, etc. Let's look at some of the letter varieties.

- **Business Letter:** This letter, which is sent between business associates, typically includes business information like quotes, orders, complaints, claims, letters for collections, etc. Such letters always adhere to the strict formality and adhere to a formal format.
- **Circular Letter:** A circular letter is one that conveys information to a vast audience. To communicate crucial information like a change of address, a change in management, the retirement of a partner, etc., the same letter is sent to a broad group of people.
- **Employment Letter:** any letters pertaining to the hiring process, such as a letter of application, a letter of promotion, etc.
- **Social Letter:** A social letter is a private letter that is written on a particular occasion. Social letters include letters of congratulations, condolence, invitation, etc.

### Difficult Word Meanings:

Difficult Word	Meanings
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Ascetic	an individual who engages in self-denial as a form of spiritual discipline.
Beguile	influence someone in a deceptive way
Clamor	proclaim something noisily
Denigrate	belittle someone
Ephemeral	lasting for a short duration

### Summary

In the chapter, we have discussed letter writing. It's true that people don't write letters as frequently as they used to. But still, one of the most beneficial skills to master and use for a variety of reasons is letter writing. There are various letter types, and each has a distinct form and style. The letter still has some elements that are the same, though.

### Practice Questions

1. Write a letter to the school's principal requesting better library funding.
2. Write a Letter to your father Informing him about admission to a new school

### Answers:

1. Letter to the school's principal requesting better library funding.

The Principal  
Micahel's Public School  
Divya  
20 April, 2022

Subject: Request for expanded library resources.

Respectful Sir,

I am Pradeep, the Head boy of your esteemed institution. I would want to let you know about our school library's condition, on behalf of the students. Although our school has a library, it is in terrible condition. The kids don't have enough access to daily newspapers, textbooks, chairs, or benches. These amenities will undoubtedly raise the bar for our institution. As a result, we are asking you to take care of our problem and are hoping that you'll be gracious enough to improve these facilities and comply as a result.

Yours sincerely,

Pradeep

Head Boy

## 2. Letter to father Informing about admission in a new school

House no. 101,

Chennai

June 24, 20xx

Dear Father,

How are you, papa? I am fine and hope the same for you. The morning of the previous day, I made it safely to Adyar after a wonderful journey. I'm happy to inform you that I've been accepted into the residential school as well. After leaving you all for the first time, I am feeling a little lonely, but I anticipate getting over it quickly.

I'll purchase the books I currently need this evening along with other things I'll need. I'm hoping the cash you gave me will be enough to pay for everything.

With a love for Jagad and Sanjay and respect for my mother,



Your loving son,

Thiru

