

LETTER WRITING-ii

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How to write a Personal Letter

- Suppose/ Imagine you are Sunny of/ resident of #224, Model Town, Ludhiana. Write a letter to your friend, Money to congratulate him on his success in +2 Examination.

Sender's Address & date

#224,

Model Town,

Ludhiana.

6th July, 2009.

The Salutation (greeting):

Dear Money

The Body

I am delighted to hear of your success in the +2 exams. I had expected a good result from you but topping the school with 94% marks is wonderful. I am hoping for a grand party when we meet. Kindly convey my best regards to your parents and love to Sonu.

The Closing or Subscription:

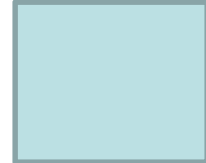
- Yours affectionately

Your Signature

Sunny

ADDRESS ON THE ENVELOPE

Mr. Money
#36, Sector- 16/A
Chandigarh
160016



Sender's Address

#163, East Complex
Sector-26,
Chandigarh

Receiver's Address

The Editor

The Tribune

Chandigarh

Date

6th July, 2009

The Salutation (greeting)

Dear Sir

Subject

Subject: News item in the Tribune dated 3rd
July, 2009.

The Body of the letter

Please refer to the news items 'Road Blocked' published in your newspaper dated 3rd July 09, in which some remarks were made against our community. It has deeply hurt our feelings. We are responsible citizens of India and follow the rules and regulations like members of any other community. I hope you understand our sentiments and take suitable action against the reporter who filed that news item. I also wish that your paper apologizes to our community.

Concluding sentences

Anticipating an early action

Subscription

Yours truly

Signature
(Name)

(Wazir Hussain)

Sender's Address & date

123,Nariana

New Delhi

Receiver's Address

The Principal
Govt.Sen.Sec.School
Naraina
New Delhi

Date

6th July, 2009

The Salutation (greeting)

Sir

Subject

Subject: Leave Application of Manjeet Singh
+2 from 6 July to 8 July

The Body of the letter

This is to inform you that my son Manjeet Singh will not be able to attend the school as he has to attend to his younger brother, who is suffering from influenza .

Concluding sentences

Kindly grant him leave for the dates mentioned above

Subscription

Yours faithfully

Signature
(Name)

(Baldev Singh)