

Handout for Formal Letter

Class VII, Module 1/2

- The format of a formal letter must be strictly followed.
- It carries almost 1 mark in an examination.
- All the parts of a letter are aligned on the left. This style is called the Full-Block style.
- The date and signature are especially important in letters.
- Do not use commas after every line in the address.
- When one writes a letter, the following points must be kept in mind:
 - 1. Purpose
 - 2. Person to whom it is addressed
 - 3. Tone one should adopt
 - 4. Completeness of the message
 - 5. Action required
 - 6. Use of short expressions
 - 7. Avoid long complicated sentences
 - 8. Divide the letter into three paragraphs