



FORMAL LETTER WRITING

The formal letters should always be written in such a way, that it can add the desired effect on the reader. Here are the few things you need to keep in mind while writing a formal letter:

- ❖ Take care of the format that you plan to use in the formal letter. It is very important to go right with the format because it can create your good impression in the mind of the reader.
- ❖ Don't exaggerate any point, in such a letter. Always write to the point and keep your letter short as well as crisp.
- ❖ It is important to add relevant information in order to make it easy for the reader to understand your motive behind writing a formal letter. Adding irrelevant information can create bad impression.
- ❖ Proof read your letter twice, in order to avoid any kind of grammatical errors. Check out spelling errors, sentence punctuation etc. while proofreading your letter.
- ❖ The presentation of the formal letter should always be up to the mark.



LETTER WRITING FORMAT

Dated: 14 May 2016

Date of writing the letter

abc Colony,
ABC City-400005

Sender's address

To,
The Editor
xyz Colony,
XYZ City-400001

Receiver's Designation
and address

Respected Sir/Madam,

Salutation

Subject: a short description of cause of writing the letter

Purpose of writing letter in
one sentence

Body of the letter:
(i) Introduction
(ii) Main content
(iii) Conclusion + End of letter

Main content of the letter.
It includes attention acquire from receiver.
Your introduction and purpose of writing
the letter in details. Also, the conclusion in
second para.

Thanking You,
Yours sincerely/faithfully/truly,

Complimentary closing

Name
(Designation if present)

Name of the sender and
designation if given



PERMISSION LETTER

1. Write a letter to your Principal requesting him to permit you to go on an **INDUSTRIAL VISIT**.

18.10.2019

Coimbatore

From

XXXXXXXX

SNS College of Technology,
Coimbatore-35

To

The Principal
SNS college of Technology
Coimbatore-35

Respected Sir,

Sub: Requesting permission for an industrial visit – Reg.

We the second year Electronics and Electrical Engineering students, would like to visit All India Radio, Chennai, in order to understand the nuances of broadcasting. We have got necessary permission from the authorities concerned. Mr.Robert and Ms.Sheela Assistant Professor of EEE Department have agreed to accompany us.

I request you to kindly grant us permission to visit All India Radio, Chennai on 31-11-2019 (two days only), so that it would be an enlightening experience for us.

Thanking you,

Yours Faithfully

XXXXXX

(Class Representative)



PERMISSION LETTER

1. Write a letter to a factory manager requesting him to permit you to undergo **PRACTICAL TRAINING** during summer vacation.

Coimbatore

02.10.2019

From

XXXXXXXX,

III Year ECE,

SNS College of Technology,

Coimbatore-35.

To

The Technical Manager,

Reliance & Co,

Bangalore.

Respected Sir,

Sub: Requisition for practical training – reg.

I am doing third year Electronics and Communication Engineering in SNS College of Technology, Coimbatore. I am very much interested in Mobile Communications. I have also planned to do my final year project in that domain. I would like to undergo practical training in your industry during my summer vacation, so that I can understand the knowhow of mobile communication. The first hand experience which I would get in your esteemed industry would definitely enhance my ideas for my project work.

I would be grateful if you could permit me to undergo practical training for fifteen days during my summer vacation.

Thanking you,

Yours truly

(Signature)