



SNS COLLEGE OF TECHNOLOGY



What is a Formal Letter?

A formal letter is one written in a formal and uses formal language. Such letters are written for official purposes to authorities, dignitaries, colleagues, seniors, etc, and not to personal contacts, friends, or family.

Parts of a Formal Letter

When writing a formal letter, always be respectful and conscious of your language, no matter what the subject of the letter might be. To write a formal letter, there are some points to be remembered.

1. Always start with the **sender's address**
2. This is followed by the **date**.
3. The **receiver's address** comes next. The receiver can be the name of the firm or the one who represents the firm.
4. The **subject of the letter** is very important. It is a statement of the purpose of the letter. It should be written in a single line.
5. The **salutation** can be *Dear Sir/Ma'am*. If it is a person you know well, you can address them by their name, *'Dear Shrinath'*.
6. The **body of the letter** can be written in 3 paragraphs.
 - The first paragraph should be aimed at introducing yourself and stating the purpose of your letter.
 - The second paragraph should furnish all the information about the matter.
 - The third paragraph can be a concluding paragraph where you lay out your expectations regarding the matter.
7. To **close the letter**, you can use a complimentary closing like *'Yours faithfully'*, *'Yours sincerely'* etc.
8. Unlike informal letters, the **signature** should include your name (in block letters) and designation below your signature.

PERMISSION LETTER

1. Imagine that you are a student in second year, Mechanical Engineering. You like to go for inPlant training for 2 weeks in Ford India Ltd. Write a letter to Human Resources Department seeking permission for practical training.

Chennai,

03.01.2024.

From

XXXX,

XYZ College of Engineering,

Coimbatore,
641035.

To
The Personal Manager.
Human Resources Department,
Ford India Ltd.,
Chennai.

Sir,

Sub: Requisition for Practical Training - Reg.

I am a student doing Second year in the Mechanical Department at XYZ College of Engineering. It is one of the criteria that all engineering students should undergo in-plant training in some industry at least for a period of four weeks.

The Ford Company is my dream company. I wish to undergo practical training in your company for a period of two weeks. The training under the prestigious hands of your reputed company will boost my confidence and prospects. So, I request you to grant permission to undergo training.

I assure you, Sir that I will abide by the rules and regulations stipulated by your office. I am enclosing a copy of my bonafide certificate duly attested by our HOD and our Principal.

Anticipating your positive response .

Thanking you,

Yours faithfully,

XXX

2. Write a letter to a factory manager requesting him to permit you to undergo practical training during summer vacation.

20.1.2024

Coimbatore

From

XXXXXXXX

III Year Electronics and Communication Engineering

SNS College of Technology,

Coimbatore-35

To
The Technical Manager,
Reliance & Co,
Bangalore.

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

(Name)

1. Write a letter to your principal requesting him to permit you to go on an industrial visit.

20.1.2024

Coimbatore

From

XXXXXXXX

SNS College of Technology,
Coimbatore-35

To

The Principal
SNS college of Technology
Coimbatore-35

Sir,

Sub: Requesting permission for an industrial visit – Reg.

We the second year Electronics and Communication 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. Prof _____ and Prof _____ Assistant Professor of ECE Department have agreed to accompany us

I request you to kindly grant us permission to visit All India Radio, Chennai on 30-11-2017 (two days only) , so that it would be an enlightening experience for us

Thanking you,

Yours faithfully,

XXXXXX

(Class Representative)