

LETTER WRITING



Presentation by

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TOPICS IN LETTER WRITING

- ❖ FORMAL LETTERS
- ❖ INFORMAL LETTERS
- ❖ DEMI-OFFICIAL LETTERS
- ❖ BUSINESS LETTERS

DEFINITION OF “LETTER”

LETTER

“ A WRITTEN OR PRINTED COMMUNICATION
DIRECTED TO A PERSON OR ORGANISATION.”

([http://education.yahoo.com/](http://education.yahoo.com/reference/dictionary/entry/letter) reference/dictionary/entry/letter)

LETTERS MAY BE CREATED AND SENT AS :

- ☐ HAND-DELIVERED TRANSMISSION
- ☐ REGULAR MAIL TRANSMISSION
- ☐ E-MAIL OR ELECTRONIC TRANSMISSION (including fax type)

How will you respond as ceo of the compan y?

Respected sir,

I just wanted to take a moment to write to you to ask for a job. People like you make our world a better place simply because you take the extra time to help others overcome fears and learn important skills. I think I can help your business to reach high!

I did my btech in instrumentation from Nss College of engineering. I have my experience as working as control engg. I think I can do my best if you choose me.

Best wishes,
AKSHAY V S

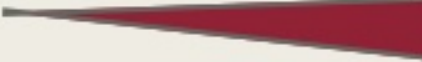
FORMAL LETTERs

WHILE WRITING A FORMAL LETTER ,THERE IS A FORMAT THAT YOU HAVE TO USE.

CHARACTERISTICS

- ADDRESSEE: SOMEONE WE DON'T KNOW.
- WE TALK ABOUT: WORK, BUSINESS OR OFFICIAL SUBJECTS.
- KINDS OF FORMAL LETTERS:

WHAT KIND OF BUSINESS LETTER
AM I WRITING ?



- ❖ LETTER OF ENQUIRY
- ❖ LETTER OF APPLICATION
- ❖ LETTER OF COMPLAINT
- ❖ LETTER OF REGRET
- ❖ THANK YOU LETTER

LAYOUT

YOUR NAME AND
ADDRESS

NAME AND ADDRESS OF
RECEIVER

SUBJECT

SALUTATION(sir and
madam)

I's paragraph

II's paragraph and III's paragraph

IV's paragraph

DATE
PLACE

GREETINGS
YOUR NAME AND
SIGNATURE

WHAT WE HAVE TO WRITE?

Ist PARAGRAPH

INTRODUCE YOUR REASON FOR WRITING, NOT YOURSELF.

Please remember you are not writing to your friend, so keep it formal.

DON'T ASK HIM HOW HE IS, OR YOU ARE PLEASE TO BE WRITING TO HIM.

IIInd & IIIrd PARAGRAPH

Give more details as to what you want and your reasons for writing.

IVth PARAGRAPH

WHAT SOLUTION YOU HAPPY TO SETTLE THIS SITUATION.



INFORMAL LETTER

AN INFORMAL OR A PERSONAL LETTER IS A LETTER SEND TO CLOSE FRIENDS OR RELATIVES



LAYOUT

YOUR NAME AND
ADDRESS

NAME AND ADDRESS OF
RECEIVER

SUBJECT

SALUTATION(sir and
madam)

I's paragraph

II's paragraph and III's paragraph

IV's paragraph

DATE
PLACE

GREETINGS
YOUR NAME AND SIGNATURE

WHAT WE HAVE TO WRITE?

1st paragraph

- ❖ SAY HELLO
- ❖ SOMETHING ABOUT LAST LETTER.

SOME USEFULL INTRODUCTION

- ☐ It was great to hear from you.
- ☐ How are you? I hope everything is well for you.
- ☐ Thanks for your last letter. it was interesting reading it/ I really enjoyed it reading.

I HOPE WE'RE FRIENDS
UNTIL WE DIE



IIInd & IIIrd Paragraph

BODY

REASONS FOR WRITING

- **WHERE YOU ARE**
- **WHAT YOU ARE DOING**
- **NEWS ABOUT YOURSELF AND YOUR SITUATION**



IV Paragraph

- ✓ **Well I must finish because.....**
- ✓ **I really must/have to go now**

SAYING GOODBYE

- ❖ *Write back soon.*
- ❖ *Please ,write soon.*
- ❖ *Looking forward to see you*
- ❖ *I can't wait to hear from you*

BUSINESS LETTER

Why we require it?

- ❖ To provide a convenient and inexpensive means of communication without personal contact.
- ❖ To seek or give information.
- ❖ To furnish the evidence of transaction entered into.
- ❖ To provide a record for future reference.

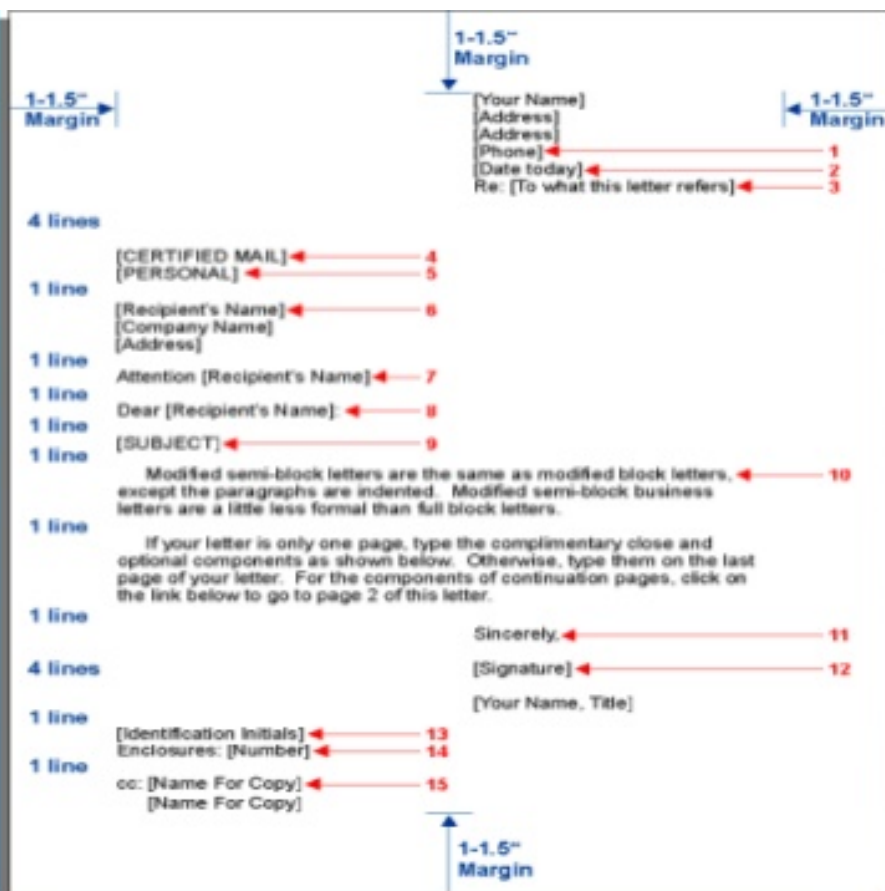
BUSINESS LETTER

- ❖ Official letters
- ❖ Demi-official letters
- ❖ Internal letters
- ❖ Form letters



STYLES OF BUSINESS LETTERS

- The words in a business letter and the way in which they are arranged express the writer's personality and give the letter its best appearance is called the style.
- In full block style all the elements of the letter, on the page are aligned flush with the left margin.
- Full block is the easiest format to use and it produces clean looking page.



DEMI OFFICIAL LETTER

- ✓ **IT IS THE FORM OF A BUSINESS LETTER.**
- ✓ **WHICH WE WILL SPECIFYING SOMEONE EXACTLY (ADDRESSE).**
- ✓ **FOR EG. IF WE ARE WRITING LETTER TO OUR VICE CHANCELLOR ABDUL RAHMAN ,PRIMEMINISTER,THESE ARE EXAMPLE.**

DOMMEN CHANDY
CHIEF MINISTER



Secretariat
Thiruvananthapuram-695 001

D.O.No.796/2015/PS/CM.

27/10/2015

Dear Sir, Narendra Modi,

I would like to bring to your kind attention an unfortunate incident that occurred on October 26, 2015 in the Kerala House premises at New Delhi.

A few unidentified persons accompanied with Delhi Police officials entered the Kerala House Premises and conducted a raid on the staff canteen at around 4:00 PM yesterday. They disrupted the functioning of the staff canteen alleging that cooked non-vegetarian food is being served based on wrong information. The Delhi police personnel questioned the Kerala House Staff regarding the food items served at the canteen.

This raid was conducted without any permission or even prior intimation to the Resident Commissioner, Government of Kerala or the Controller, Kerala House. The Government of Kerala has already lodged a formal complaint in the matter before the Commissioner, Delhi Police.

I would like to inform you that the Kerala House Staff canteen serves authentic Vegetarian and Non-Vegetarian Kerala cuisine and the items in the Menu are in accordance with and entirely within the confines of existing law.

In the circumstances, I feel that the action of Delhi Police is highly objectionable and they have clearly overstepped their brief. They should have at least contacted the Senior State Government functionaries in Delhi for any clarifications before disrupting the smooth functioning of Kerala House.

I seek the personal intervention of the Hon'ble Prime Minister to instruct the Union Home Minister for taking stringent action against those responsible for trespassing into the premises of the State Government property and ensure that this kind of incidents does not occur again.

With Regards,

Yours sincerely,

DOMMEN CHANDY

To
SHRI. NARENDRA MODI,
Hon'ble Prime Minister of India,
Government of India,
New Delhi.

