

## A

### Classification of letters

Letters may be classified as follows:

#### 1. Personal letters

Personal letters are informal letters written to friends, relatives and acquaintances.

#### 2. Business and formal letters

Those written to firms, newspapers, Director iB Language Classes, professional men, officials and to people not personally known are formal letters. As these letters are impersonal, the language used is courteous, simple and clear. They should be dignified, short and to the point.

#### 3. Social letters and notes of invitation

These letters can be personal or official depending on the person they are addressed to or the occasion on which they are written. These letters include invitations, letters of condolence or congratulations, letters of thanks, etc.

## B.

### Form or format of a letter

A letter generally has seven parts. These parts can be placed in various positions on the page. The most popular format these days is the one illustrated on the following page. This is the format adopted in this book.

#### 1. The address

The position of the writer's address in a letter is the top left-hand corner of the page.

#### 2. The date

The date should be written in full above the salutation; for example, November 15, 2006 or 15 November, 2006. It could also be put as November 15, or 15th November, 2006. (Don't write the name of the month in short; for example, don't write November as Nov.)

#### 3. The salutation

In the letter given here, Dear Aman is the salutation. The form of salutation varies from person to person depending on the degree of intimacy with the person addressed.

- (a) To members of the family — My dear Father, Dear Father, etc.;
- (b) To friends — Dear Azhar, My dear Hussain, etc.;
- (c) To businessmen — Dear Sir, Dear Sirs, etc.;
- (d) To officials — Sir or Madam.

The salutation is written on the left-hand side of the page below the date.

iB Languages		
Shaheen Bagh		
New Delhi-110025	←	1. The address
January 15, 2021	←	2. The date
Dear Amaan	←	3. The Salutation
It is long since you called on me .....		
.....	←	4. The Body
.....		
.....		
Yours sincerely	←	5. The Subscription
Signature	←	6. Signature of the Writer
Address of the person to whom the letter is addressed to be placed on the envelope	←	7. The Superscription

#### 4. The body

This is the main part of the letter. It should be divided into paragraphs according to the subject-matter and should be written in clear and simple language. It includes an introduction, which gives the reason for the letter, the main information and a conclusion, which contains a polite wish.

#### 5. The subscription

It is written to the left below the body of the letter. It is a courteous leave-taking before the letter is ended. It must correspond to the salutation.

- |                                               |   |                                                                       |
|-----------------------------------------------|---|-----------------------------------------------------------------------|
| (a) To relatives                              | — | Yours affectionately<br>or<br>Your affectionate<br>son/brother/sister |
| (b) To friends                                | — | Yours sincerely<br>or<br>Your sincere friend                          |
| (c) To strangers,<br>businessmen or officials | — | Yours faithfully a                                                    |
| (d) To newspapers                             | — | Yours truly                                                           |

#### 6. The signature

The writer should put his name or signature (with designation in business and official letters) below the subscription.

## 7. The superscription

This is the address, on the envelope, of the person the letter is written to. The address should be legible, clear, correct and complete.

**Note.** These days no punctuation marks are used at the end of the line while writing the address, the date, the salutation and the subscription. This is why in the above example, you do not find these punctuation marks. Besides, everything begins at the left margin.

## C. Specimens of personal letters

**Example 1.** Write a letter to your father, seeking his permission to join an educational tour organised by iB Languages.

iB Language Classes

E-36, G.F., Thokar No. 6,

Shaheen Bagh, New Delhi-25

April 7, 2021

My dear Father

It has been a long time since I wrote to you. My examination is over and you will be glad to know that I have done well.

Our institute is organising an educational tour to Mumbai during the summer vacation. Mr. Md. Ashique Elahi, our Spanish teacher, will accompany-us on this tour. It is a month-long tour and we plan to visit Mathura, Agra, Gwalior enroute. In Mumbai, we plan to stay for ten days, and we intend visiting Elephanta Caves, Gateway of India and the famous Essel World. We also propose to visit Shirdi and Pune.

The institute shall bear all the expenses for lodging. We shall have to pay only for the fare and the food. Dear Father, it is a great opportunity for me to go sightseeing and I would not like to miss it. I sincerely hope, you will allow me to join the tour.

Yours affectionately

Aman

**Example 3.** Write a letter to your friend congratulating him on his selection as the Manager of MNC at Gurugram.

85, Jamia Nagar, Okhla  
Delhi

May 2, 2021

My dear Imran,

I am exceedingly happy to hear that you have been made the manager of MNC at Gurugram. Please accept my hearty congratulations on your selection. You are both a good Spanish speaker and the manager and I am confident that under your supervision the company will achieve more targets in the field of sales and marketing. I send you my best wishes and pray that you may rise to greater heights in the field of business.

Yours. sincerely ...

Munazzam

**Example 4.** Your English trainer is coming from America and he wishes to bring you a present of your choice. Write a letter to him telling him what you want.

K-45, Abul Fazal Enclave  
Jamia Nagar, New Delhi

January 4, 2022

My Dear English Trainer

I was very happy to receive your loving letter and to know that you are coming to India next month. We are all eagerly awaiting your arrival.

It was so nice of you to ask me about the present would like you to bring for me. All my friends have their own English communication book and I would also like to have one I shall feel happy if you could bring one best book for me. I shall keep it with great care.

Yours affectionately

Zeeshan