

## CLASS VII

SUBJECT : ENGLISH

TOPIC : FORMAL LETTER

### General Instructions:

1. The following work is to be neatly copied in the English Notebook.
2. Assignment Questions to be attempted in the practice copy.

### FORMAL LETTERS

Letters written to an authority (head of an institution) to make requests, suggestions, proposals, enquiries and complaints.

### Points to follow while writing a formal letter

- Be polite and formal
- Should be brief, written to the point
- Mention the subject- in brief
- Write comments or feedbacks in brief
- Conclude with a hope, appeal or suggestion

### TYPES OF FORMAL LETTERS

- Application to the Principal
- Editorial letter

### FORMAT

#### Application

X City/Writer's address given in the question

The Principal  
ABC School  
Y City

Date(dt/mth/yr)

Respected Madam/Sir

SUB: \_\_\_\_\_

Content – Introduction

Reason

Conclusion

Yours obediently

Xyz

XYZ

Class/Section/Designation

#### Editorial letter

X City/Writer's address given in the question

The Editor  
ABC Newspaper  
Y City

Date(dt/mth/yr)

Madam/Sir

SUB: \_\_\_\_\_

Content – Introduction

Reason

Conclusion

Yours truly

Xyz

XYZ

### Sample Question 1 (Application)

You are Sumit Awasthi, a student of Class VII C from Woodstock School, Dehradun. Your family is relocating to Shillong. Write an application to the Principal, requesting her to issue transfer certificate.

X City

The Principal  
Woodstock School  
Dehradun

\_\_\_ April, 2020

Respected Madam

SUB: Application for issuing Transfer Certificate

This is to inform you that I, Sumit Awasthi, is a student of Class VII C of your reputed institution. I would like to inform that my father who is a central government employee, has been transferred to Shillong recently. Therefore, our family is about to relocate themselves to Shillong by next fortnight. Hence, I shall not be able to continue my studies in this school any further. I would also like to inform you that I have already have submitted my library card and all essential documents in the school's administrative department along with this letter.

I shall be ever grateful to you if you kindly issue me a transfer certificate and relieve me as soon as possible.

Thanking you.

Yours obediently

*Sumit Awasthi*

Sumit Awasthi  
VII C

### Sample Question 2 (Editorial Letter)

You are Ram Kapoor, a resident of Plot No. 28, Defence Colony, New Delhi-110001. Write a letter to the Editor of the national daily, highlighting the importance of road safety.

Plot No. 28  
Defence Colony  
New Delhi-110001

The Editor  
The Times of India  
Kasturba Gandhi Marg  
New Delhi-110001

\_\_\_\_\_ April, 2020

Sir

SUB: Importance of Road safety

I, Ram Kapoor, a resident of Plot No. 28, Defence Colony, New Delhi-110001, am a regular reader of your newspaper. I wish to use the columns of your esteemed newspaper to bring to the notice of the public and the authorities on the urgent need for road safety.

Young drivers enjoy driving at fast speed and often are found flouting traffic rules and regulations. They find driving beyond the speed limit as exciting and thrilling. It is extremely dangerous as the roads are crowded. They have much less control of the vehicle when plying at great speed and that leads to greater chances of accidents. At times, people drive under the influence of alcohol and this must be avoided at all costs. Pedestrians must cross only at zebra crossing and the people driving need to give right of way to them. At the traffic lights, drivers need to park vehicles behind the 'Stop' sign. They must ensure their vehicle's indicator lights are working and the horn is heard clearly. Traffic police should impose fines strictly on offenders: people driving while talking on mobiles, without helmets or without using seat belts should be penalized.

I hope that through the publication of this article, the public will realise the importance of road safety and traffic rules and the authorities will take more measures to check the offenders.

Thanking you in anticipation.

Yours truly

*Ram Kapoor*

Ram Kapoor

### **ASSIGNMENT QUESTIONS:**

1. You are Arjit, a resident of 22-B, Ganga Apartments, Arjan Vihar, Noida. Write a letter to the Editor of a daily newspaper highlighting the issue of the insensitive use of the loudspeakers.
2. You are Narendra, a student of Class VII of Sunrise Ville Public School, Sector 25, Noida. Write a letter to the Principal of your school, requesting him to arrange workshops to improve spoken english.