

I'm not a bot



Table of ContentsA formal letter is a written document that has a specific tone and format. It includes specific elements like address of recipient and sender. These are very formal in style and structure and are usually written for professional purposes. Here are a few reasons listed to write a formal letter:1. To address any issue in a professional setting2. To circulate official information across your workplace3. To order wares and services4. To apply for a job role5. To convey on social issues faced by you or someone else to the editor or a newspaperThese are some of the prompt reasons why you need to learnletter writing in English. The next section will talk about its structure that you can use in any type of formal letter. Also Read:Present TenseFormat of Formal Letter WritingWhen writing a formal letter, it is important to follow a structured format to ensure clarity and professionalism. Here is the format of formal lettersthat you can follow to write a proper formal letter:1. Sender's Address:This is the address of the person writing the letter. It is usually placed at the top left-hand corner of the letter. It should not include your name but just your address. You can include your email and contact number if necessary.Example:123, Main StreetXYZ City, ZIP CodePhone: 123-456-7890Email:example@example.comThe date is written below the sender's address. Use the full date format (day, month, year).Example:26th February 20253. Receiver's Address:This is the address of the person or organization the letter is being sent to. It is written on the left, just below the date.Example:The ManagerXYZ Corporation456, Park AvenueCity, ZIP Code4. Salutation (Greeting):Begin the letter with a formal greeting. If you know the persons name, you can start "Dear Mr./Ms. (Last Name)" or if you dont, use "Dear Sir/Madam,". Example:Dear Mr. SmithThe subject is a brief statement about the purpose of the letter. This helps the reader quickly understand the reason for the letter.Example:Subject: Request for Opening a New Savings Account6. Body of the Letter:This is the main part of the letter. It typically includes: Introduction: A brief explanation of the purpose of the letter.Main Content: Detailed information regarding the subject of the letter.Conclusion: A closing sentence indicating your desire for a response or further action. 7. Complimentary Close:End the letter with a formal closing statement. Common phrases include: "Yours sincerely," (if you know the name of the person)"Yours faithfully," (if you dont know the name of the person) 8. Signature:Leave space for your handwritten signature (if sending a physical letter), followed by your name typed out.Hopefully, the format above helped you learn how to write formal letter. There are several types of formal letters that are written for various purposes. The next section will talk about them.Types of Formal LettersYou can draft a formal letter for various reasons. From addressing a social issue in your locality to applying for a job role, a formal letter is the best way to communicate. Here are types of formal letters, their samples, and example topics:1. Letter to the EditorA letter to the editor is a fast and cost-effective way to bring forward an issue. It is because the editorials are widely read sections of the newspaper. Here is a formal letter sample:Sample LetterWrite a letter to the editor for a public campaign for cleaning the Yamuna River.61/4255, Padham Singh Rd.Regarpura, Karol BaghDate: 24thFebruary 2025To:The Editor,Hindustan TimesNew DelhiSubject: Need to initiate a campaign to clean river YamunaDear Editor,I am Zainab C, a member of NGO Jheel. I am writing this letter to highlight the deteriorating situation of the river Yamuna.The issue of pollution in Delhi, the capital city, has been a persistent one. Moreover, it has not spared the rivers and other natural resources either. Yamuna has been one such victim for a long time now.The residents living near the river bank complain about the polluted water. The recent reports claim that the major cause of this level of pollution is plastic, bacteria, and chemicals. Moreover, the public has demanded for a water treatment plant to be installed at Yamuna, from the authorities. However, the officials have not respected yet. For this reason, I request you to address this issue and shed light on the consequences the nearby population is facing. This will develop public interest and strengthen our resolve to clean river Yamuna.Thanking You, Yours sincerely, Zainab CMember Jheelthere are some more topics you can write a letter to an editor on:Topics1. Increasing Road Accidents52. Dowry System33. Longer Traffic Jams4. Persistent Child Labour5. Expensive Quality EducationAlso Read:Letter Writing2. Letter to the PrincipalA letter to the principal is written for very specific reasons. Either you can write as a student of that school or an outsider. Below is sample formal letterto the principal:Sample LetterYou have to write a letter to the principal of XYZ school to request for permission to take some students as volunteers for your masters thesis research.February 22, 2025Mr. Dhruv BansalPrincipal/Head of School or CenterXYZ School,Kshipra Path, 3020XXRt: Permission to Conduct Research StudyDear Mr. Bansal,I am writing to request permission to conduct a research study at your school campus. I am currently enrolled in the master's program in psychology at ABC University. I am in the process of writing my thesis. My proposal has been accepted and approved by ABC University.I am hopeful for your schools cooperation in the matter. For this, I will need to recruit 5 students from all classrooms. The only condition is that both of their parents must be alive and living together. They will only have to go through a 3-page questionnaire (enclosed below).If the approval is granted, the students will then take the questionnaire in a quiet setting. There will be a second questionnaire of 2 pages for the parents of the students chosen. This has to be filled by them at home and shared the filled questionnaire via their children.I assure you that all the details and the answers to the questionnaire will stay confidential and will not be used for any other purpose. No cost has to be incurred by your school.Your approval to conduct a study will be greatly appreciated.I will contact you via telephone after a week from the date mentioned in this letter for a follow up. You have any other questions or concerns regarding anything mentioned in my letter, kindly contact me at the email address: hjk451gnkdr@gmail.com.Sincerely,Ponom SanghantHeres are some more topics you can write a letter to the principal on:Topics1. Long Leave Application2. Addressing a Harassment Case3. Apology Letter for Misbehavior4. Seeking Permission for Re-test5. Asking to Waive Off Fee3. Letter for ComplaintA formal letter can also be written as a complaint to a business owner or anyone regarding issues with the product or services. Here is a formal letter example for a complaint:Sample LetterWrite a letter to the owner of a furniture company complaining about receiving the wrong product.ABC Main StreetAjmer, TZ 70008February 22, 2025Dhananjay SinghCompany Relations DirectorFurniture ShowroomVijay PathJaipur, 302020Rt: Broken Massage ChairOrder Number: M-95299Dear Mr. Singh,I ordered a black colored massage chair from the furniture showroom on February 14, 2025. I paid 28,000 Rupees on my debit card for the chair including delivery. The Furniture Showroom delivered the massage chair to my house on February 18, 2025.Unfortunately, I have been delivered a brown colored massage chair instead of the black one. The black color I ordered went perfectly with my drawing room. However, the brown one does not. Moreover, I checked your website to know the price of the same chair in brown color that has been delivered to me. It costs less than the black chair.Further, I filed the complaint reports on your websites customer service page. I also provided the proof of bill and pictures of the product I have received. I have not received any response from you or your team neither on call nor on email or message.I would like you to look into this matter on an urgent basis and deliver the black massage chair I opted for. If unavailable, I urge you to take the brown massage chair back and provide a complete refund of 28,000 Rupees.I look forward to a reply and a solution to my problem. I will wait until February 27, 2025, before I approach the consumer court for legal help.Kindly contact me on the above-mentioned Email or my phone number at xxxxxxxx4x.624921.Nikunj GuptaHere are some more topics you can write a letter to the owner of a furniture company on:Topics1. Defective Product2. Wrong Delivery3. Poor Customer Service4. Missing Parts5. Damaged Item6. Poor Quality of Materials7. Delayed Response8. Inconsistent Pricing9. Poor After-Sales Service10. Lack of Transparency in Pricing11. Poor Packaging12. Inadequate Information13. Poor Customer Support14. Poor Product Variety15. Poor Delivery Service16. Poor Product Quality17. Poor Customer Service18. Poor Product Variety19. Poor Delivery Service20. Poor Product Quality21. Poor Customer Service22. Poor Product Variety23. Poor Delivery Service24. Poor Product Quality25. Poor Customer Service26. Poor Product Variety27. Poor Delivery Service28. Poor Product Quality29. Poor Customer Service30. Poor Product Variety31. Poor Delivery Service32. Poor Product Quality33. Poor Customer Service34. Poor Product Variety35. Poor Delivery Service36. Poor Product Quality37. Poor Customer Service38. Poor Product Variety39. Poor Delivery Service40. Poor Product Quality41. Poor Customer Service42. 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My management philosophy makes it possible for me to handle huge team and strict deadlines simultaneously.Previously in my role as a content manager, I had mastered all the skills a digital marketer needs. This made me coordinate with my team better. Furthermore, it helped me enhance our bond as a team. This facilitated better growth on both a macro and micro level. For a better presentation of my skill sets and further understanding of the projects I have worked on, kindly review my attached resume. I am eager to hear from you and greatly appreciate your consideration.Sincerely,Avani AgarwalHere are some more topics you can write a letter for a job application on:Topics1. Write a letter for a job application as a fresher2. Write a letter for a job application with experience3. Write a letter for a job application with less experience than required4. Write a letter to switch your job profile5. Write a letter to apply for a job outside your cityThese were the samples for various types of formal letters. You must have noticed thatdaily use English wordsare not used in abundance. Besides, the tone of all the above letters was professional. Moreover, you also have 5 more topics for writing these formal letters. Also Read:Past TenseTips to Write a Formal LetterTips to write an effective and persuasive formal letter, you must follow the tips below:1. Stay clear and concise with your tone2. Mention the subject of the letter in the subject line3. Use a formal tone4. Stay on the point5. Use a formal tone6. Stay on the point7. Use a formal tone8. Stay on the point9. Use a formal tone10. Stay on the point11. Stay on the point12. Stay on the point13. Stay on the point14. Stay on the point15. Stay on the point16. Stay on the point17. Stay on the point18. Stay on the point19. Stay on the point20. Stay on the point21. Stay on the point22. Stay on the point23. Stay on the point24. 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family. Q10. What common mistakes should I avoid in a formal letter? Ans. Avoid casual language, excessive length, unclear subject matter, and missing sender/recipient details. Proofreading helps prevent errors in spelling or grammar. Q11. What type of font should I use in a formal letter? Ans. Choose a simple, readable font like Times New Roman, Arial, or Calibri. Avoid decorative or overly stylized fonts for professionalism. Q12. How can I make my formal letter impactful? Ans. Stay concise, focus on key points, use professional language, and keep a polite tone. A clear, compelling opening and organized format help achieve impact. Hence, we hope that this blog has provided you with the essentials of Format Letter format as well as its useful samples. If you are confused about your career choices, book an e-meeting with our Leverage Edu experts and we will guide you in finding the right career path that fits your skills, interests and aspirations!

What are the format of writing a formal letter. What are the 7 points of the format in a formal letter. What are the format of formal and informal letter. What is the letter format for formal letter. How to write format of letter. What are the format of semi formal letter. What is the format of formal application.