

# VASISHTHA GENESIS SCHOOL, BARDOLI

(Academic Session: 2026-27)

Date: \_\_\_\_\_

Class: 8

Div: \_\_\_\_\_

Roll No: \_\_\_\_\_

Sub: English

Name: \_\_\_\_\_

Letter Writing

Worksheet

## Formal Letters

These letters include applications, letters to editors, official letters, letters to and from organisations, government departments etc. These letters have an objective or business-like style of writing. While writing formal letters, one should ensure that it is not too extensive. These letters are supposed to be short and to-the-point.

## FORMAT OF FORMAL LETTER

|    |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |                                                      |                                                                                                                                                                                                 |
|----|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 01 | Sender's Address - 1 line<br>(House No, Area Name}<br>City                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |                                                      | Always start with your address, which includes your name, street address, city, and zip code. Place this information at the top left-hand corner of the page.                                   |
| 02 | Date in full                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       | 11 March, 20XX                                       | Following your address, provide the date on which you are writing the letter. This should be placed on the right-hand side of the page, below your address.                                     |
| 03 | Receiver's Post<br>Receiver's Organisation<br>City                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 | The Principal<br>Vasishtha Genesis School<br>Bardoli | Below the date, write the recipient's address. Include the name of the firm or the individual you are addressing. Ensure you have accurate details.                                             |
| 04 | Subject:                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           | Subject should be approximately 6-7 words only       | Write a clear and concise subject line that highlights the purpose of your letter. This should be a single line placed below the recipient's address.                                           |
| 05 | Salutation                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         | Dear Sir / Dear Madam / Dear Sir/Madam,              | Begin the letter with a salutation such as "Dear Sir/Madam" for formal business letters. If you have a personal relationship with the recipient, you can use their name, like "Dear Mr. Smith." |
| 06 | Body of the letter – (main content of the letter should be structured into 3 paras)<br>• First Paragraph: Begin by introducing yourself and stating the purpose of your letter. Be direct and to the point. For example, if you are applying for a job, briefly mention your qualifications and the position you are applying for.<br>• Second Paragraph: Provide detailed information about the subject matter. Explain your proposal, request, or any relevant information. Use clear and concise language to convey your message.<br>• Third Paragraph: In the concluding paragraph, summarize the main points of your letter and express your expectations or the desired outcome. Be courteous and confident. |                                                      |                                                                                                                                                                                                 |
| 07 | Closure                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            | Yours truly/sincerely/faithfully,                    | Conclude the letter with a polite closing, such as "Yours faithfully," "Yours sincerely," or "Kind regards." Choose an appropriate closing based on the formality of the letter.                |
| 08 | Name of person writing                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             | Name (also know as the signature)                    |                                                                                                                                                                                                 |

Read the following questions carefully and write letters as instructed:

**Q1 .Write a formal letter to a Publishing House Ordering books from their store.**

Read More Book Store  
24, Crosby Lane  
Bangalore 600045

20 August, 20XX

The Manager,  
Zack Publishing House.  
Mumbai- 400012

Subject: Requirement of new books for the store.

Dear Sir,  
I have received the books that you sent last week. The books are in perfect condition, and they were delivered on time. Owing to the great service rendered, I would like to order more books that would be a great addition to the wide range of books available at my store. Given below is a list of books that I would like to purchase:

| Title of the Book                  | Author          | No. of Copies |
|------------------------------------|-----------------|---------------|
| Wuthering Heights                  | Emily Bronte    | 3             |
| Treasure Island                    | R L Stevenson   | 2             |
| A Brief History of Time            | Stephen Hawking | 4             |
| Surely You’re Joking, Mr. Feynman! | Richard Feynman | 2             |

I shall be grateful if you could send me copies of these books as mentioned by VPP as early as possible to the address given.  
Thank you in advance.

Yours faithfully,  
JAVED  
Manager, Read More Book Store

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**Q.2.You are Rajveer Singh of 20/4, Kot Mohalla, Kamal. You bought a Giant Whirlpool, Refrigerator of 300 litres from Sunder Electronics, Mall Road, Kamal. Within a month you found that the freezing section of the refrigerator was not giving a satisfactory working at all. Write a letter to the dealer complaining about it and asking him to replace the defective refrigerator at the earliest.**

20/4 Kot Mohalla,  
Karnal.

06 June,20XX

The Manager,  
Sundar Electronics,  
Mali Road, Karnal.

Subject: Defective Refrigerator.

Sir,

I wish to state that last month on May 2, 20XX I purchased a Giant whirlpool Refrigerator of 300 litres from your store (Bill no. 340971). At the time of purchase, I was told the product was of high quality. I was really very excited about the product. However, when I used it I found it not up to the mark; within a month I found that the freezing section of the refrigerator was not giving a satisfactory working at all. On many occasions many food items have gone rancid on account of the auto off problem. I feel I have wasted my money by buying this refrigerator.

Kindly replace this fridge or have all the faults fixed. Looking forward to hearing from you.

Yours truly,

Rajveer Singh

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**Q.3.You are troubled by the fact that there are many homeless people, who sleep in the park adjoining your locality. Write a letter to the concerned official of the Local District Office to solve your problem.**

126, Downing Street,  
Kolkata -567890

09 February, 20XX

The Area Officer,  
Local District Office; East Zone  
Kolkata -567890

Subject: - Problem of homeless people sleeping in parks.

Dear Sir,

In the last several years there has been a tremendous increase in the number of homeless citizens sleeping in the park adjoining Downing Street. On any given night I can count at least ten individuals quietly sleeping under trees and on benches, with the result that the residents of Downing Street feel unsafe and insecure. On behalf of the over 100 neighbourhood residents who have signed this letter, I present you with this petition requesting the concerned officials to build temporary relief camps for the homeless. I am sure you will pay heed to our problem and will solve it as soon as possible.

Yours truly,  
Jagat Singh Chillar  
(Resident of Ashoka Enclave)

**Q.4. Write a letter to the editor of a newspaper regarding the condition of bad roads that needs repair in your locality.**

25, SS Street

Kamala Nagar.  
Coimbatore 641023

08 September, 20XX

The Editor  
The News Times,  
Coimbatore.

Subject: Repair of the road in Kamala Nagar

Sir,  
I would like to bring to your notice that the people in and around Kamala Nagar have been facing difficulties in travelling back and forth because of the bad condition of the roads there. We have appealed to the Municipality, but there has not been any response on the issue so far.

As our appeals to their office have had no effect, we believe that perhaps a mention in the media would be of great help. Since the beginning of the last month, the roads in Kamala Nagar have been almost impassable. The surface is badly broken up by the heavy rains, and on a dark night, it is positively dangerous for vehicles to pass that way. Moreover, there are heaps of road metal on both sides of the road, which leave very little room in the middle. The residents of the area have been inconvenienced in this way for weeks. The situation is becoming worse. There have been multiple accidents happening due to this condition.

I request you to highlight the seriousness of the matter in your newspaper so that the road may be properly repaired without further delay.  
Thanking You.

Yours sincerely,  
GANESH  
Resident

**5. Write a letter to the Editor of a newspaper, complaining about the irregular water supply in your locality. You are Harish living at H-219 Deen Bagh Colony, Hyderabad.**

H-219,

Deen Bagh Colony,  
Hyderabad.

15 December, 20XX

The Editor,  
The Deccan Chronicle,  
Hyderabad.

Sub: Irregular water supply in Deen Bagh colony.

Sir,

I wish to draw the kind attention of the concerned authorities through the columns of your esteemed newspaper towards irregular water supply in Deen Bagh Colony. Most of the time the taps remain dry as the water supply is once a week. The worst part of it is the supply is only for two hours in the morning and one hour in the evening. Besides the water is muddy and polluted. Many residents fall sick. There are complaints of jaundice and loose motions after drinking this water.

In this connection we have complained to the local authorities but in vain. I, therefore, request the higher authorities to look into this matter and take necessary action immediately to ensure clean and regular water supply.

Thanking you

Yours truly,  
Harish  
(Resident of Deen Bagh colony)