

Dept. Of Law, Jiwaji University

For - B.A. LLB, B.Com. LLB IIInd sem. Stu.

Sub- English

By- Rahul Mishra

Guest Faculty of English

Letter Writing

- Types of letter
- Official & formal letter
- Unofficial & informal letter

Types Of Formal letters

- Job letter
- Letter of complaint
- Letter of enquiry
- Letter of asking and sending quotation

Lay out (Format) of Letter

- Sender Address - it is associated with the person who is sending the letter
- Example -

21 – B, Pantnagar
Jiwaji University
Gwalior

Date

- It is associated with the date when you are sending the letter
- Ex..
- 5th, March 2020
- 10 March 2020

Reference No. (Ref. No.)

- It is associated with the thing which you want to refer the thing for getting this information.
- Ex. Ref No. - D/B 142

Receiver Address

- It is associated with the person who is going to receive the letter. Please mention the post of the receiver with address.
- Ex. The Director,
BHEL Ltd.
Ring Road,
New Delhi

Subject

- It is associated with the cause for which you are writing the letter.
- Ex... Sub. - Applying for the post of Junior Assistant Engineer
- Sub.- A letter of complaint regarding inferior quality of goods

Salutation

- It is used to address Someone
- Ex.. Dear sir,
Respected sir / Ma'am

Main Body letter

- Main body of basically consist three sections
- 1 .. Introductory part
- 2 Middle part
- 3 Concluding part

Complimentary Close

With Name & Signature of Candidate

- Ex.. Yours Sincerely, Yours Faithfully
Rahul Mishra
Assistant Professor of English

Enclosure

- Enclosure means to attach the important document with the letter.
- Encl. 1. Marksheet,
- 2. Experience Certificate
- 3. Caste certificate

Format of Letter

21 –B, Pantnagar
Gwalior, M.P.

10th March, 2020

Ref. No.- DBR/12

The Manager,
BHEL Ltd.,
Ring Road, New Delhi

Sub- Applying for the post of / etc..

Dear Sir/Ma'am,

I wish to apply.....

- Yours Faithfully
Krishna Mishra
Assistant Engineer

Encl- 1. Resume

2. Marksheets