macmillan education

WRITING A FORMAL LETTER





Hi ma'am

I was absent last on Monday last week. I went for picnic with my parents. It rained. I got wet and fell ill. I'm sorry I missed cla~~x~~s!

Please excuse my absence!

REJECTED

Remember, a **formal letter** is written for official purposes.

We write such letters to people in positions of authority, for an application, invitation, request, permission, or apology.



It should be brief, to the point and must follow a strict format.

Format

Name
and address of the writer

Date

Designation and address
of the person to whom the
letter is being written

Subject

Salutation

Body (in one or two paragraphs)

Closing line

Name and signature of the
sender



Prateek Sharma
L. G. Colony
Nagaland

25 June 2025

The Editor
News Time,
Aerial Towers,
Nagaland

Sub: Request to raise a concern

Sir

With due respect I would like to state that thefts have become rampant in my locality. Over ten thefts have occurred on 34 Mary Street in the last month. It is troublesome to move out after dark as wallets and valuables get snatched by lurking pickpockets. No action has been taken by the police till now.

I humbly request you to publish an article on this issue. This will spread awareness and urge the police to take actions and ensure the safety of people.

Thanking You

Yours faithfully
Prateek Sharma



Sample

Your Turn

Due to a family function, you will not be able to attend school for two days. Write a letter to your principal requesting to give you permission to take leave for those two days.

You want your school to add some more books to the library. Write a letter to the librarian requesting them to buy those books. Do not forget to give a list of the books you want.

You want to apply for admission to a dance institute. Write a letter to the head of that institution enquiring about the admission criterion and fee structure.

