



FORMAL LETTER – FORMAT (ICSE)

Flat No. 306, Orchid Apartments,
Vikas Nagar Street,
New Delhi - 112008.

- *Sender's Address with pin code, leave a line*

10th August, 2022.

- *Write the date, leave a line*

The Manager,
ABC Bank, Vikas Nagar,
New Delhi- 112008.

- *Receiver's Address with pin code, leave a line*

Dear Mr Sharma,
Subject:

- *Salutation*

- *Purpose of your letter (use only 4-5 words), leave a line*

Introductory Paragraph

(Introduce yourself, if needed, and then address the issue or introduce the topic at hand)

Body Paragraph

(Write a detailed description of the request, leave a line between paragraphs.)

Concluding Paragraph

(Sum up the issue and reiterate on their action response)

Thanking you
Yours faithfully,
Garima Chaudhary
Senior Executive
[Digital Signature]

- *Complimentary closing*

- *Name*

- *Designation*

- *Signature*
