

# Sample Letter for SSC CGL with Guidelines to Draft the Perfect Letter!

One of the most important topics of the descriptive paper is **Letter Writing**. It tests your ability to put forth your idea, request, suggestions, complaint etc. in a coherent way. There are two major types of letters that can be asked in the descriptive exam for approximately 25-40 Marks. This is the easiest way for you to get marks in the SSC CGL **Tier 3 Descriptive Exam**. With the exam on 15th, we are providing a **Sample Letter for SSC CGL with Guidelines to Draft the Perfect Letter!**

## *Types of Letters*

### 1. Formal letters

- Complaint letter
- Request Letter
- Business Letter
- Sales and Promotion
- Application Letters
- Inquiry Letter
- Letter to the editor

### 2. Informal Letters

Letters to the parents/friends/ grand parents/ etc.

In this article we will discuss the format and guidelines to generate formal letters.

## *General Guidelines to Draft a Letter*

Formal letters always follow a format and official and concise language.

1. Formal letters are generally written to an authority and thus the tone of the letter must be polite and formal.

2. Begin by introducing yourself and state the purpose of writing.
3. Give proper details of the topic and detail your issue clearly. Put forth the concerns, complaints, suggestions etc. by aptly phrasing them in different paragraphs.
4. When addressing a letter to the editor, never ask him/her to solve the problem unless it pertains to print media or an error in the paper. However, you may give your suggestions in the letter.
5. Show appropriate respect to the receiver by using a pleasant tone and polite language even if it is a complain letter.

## ***Format of a Formal Letter***

**Heading:** It must constitute the sender's address. (House number first, followed by the street, town/city and pin code.) No need to show the name of the sender. You can put it on the right hand top or on the left hand top.

**Date:** It is written directly below the address in words as "23<sup>rd</sup> January 2017."

**Receiver's name:** Write if given along with designation and address in the next line.

**Subject:** The reason for writing the letter in a concise way using one or two sentences. Write the Subject in Capital Letters.

**Salutations:** Keep it generic. Use "Dear Sir/Madam" or "Madam/Sir" or simply "Dear Sir".

**Introduction:** Introduce who you are and why you are writing this letter.

**Body:** Detail the issue or application or promotion at hand. You may divide the body into several paragraphs but make sure the whole letter fits in one page.

**Conclusion:** Detail what you expect and by when.

**Complementary Close:** Always close with a "Thanking You."

**Signature Line:** This should include "Your Sincerely,". Next is an optional signature line. Follow up with the sender's name. In this case, you will use "XYZ" every time.

From,  
Sender's designation,  
Address of the Sender.  
Date.

To,  
Receiver's Name,  
Designation of Receiver,  
Address of Receiver.

Subject: \_\_\_\_\_

Dear Sir/Madam,

\_\_\_\_\_ Introduction \_\_\_\_\_

\_\_\_\_\_ Body \_\_\_\_\_

\_\_\_\_\_ Conclusion \_\_\_\_\_

Thanking you.

Yours Sincerely,  
Signature  
Name.

## ***Sample Letter for SSC CGL***

**Q. Advertising is an effective way of introducing new products to the consumer. But what about the effects of advertisements on children? Children are easily influenced by what they hear and see. They do not have the power of judgement that grown-ups have. It is, therefore, necessary that advertisements that target children are designed with the utmost care and restraint.**

**You are a resident of 17, Mira Road, Mumbai. Write a letter to the editor of a national daily, highlighting the negative effects of advertising.**

17, Mira Road,  
Mumbai.  
15<sup>th</sup> January 2017.

To,  
The Editor,  
The Indian Express,  
Mumbai.

Subject: NEGATIVE EFFECTS OF ADVERTISEMENTS ON TODAY'S CHILDREN.

Dear Sir,

I am a frequent reader of your esteemed newspaper. Through your columns, I would like to stress on the ill effects of advertising on today's children.

Advertising is an effective way of introducing new products to the consumers. However, children are easily influenced by what they hear and see. Their naïve minds learn from advertisements and often think of the reel world as real. They do not have the power of judgement that grown-ups have.

This is a huge concern among working parents. Since they don't have much time to share with their kids, they buy things which make their kids happy. This spoils the children and promotes a "more, more, more" attitude in impressionable minds.

Moreover, there are many ads out there that are unethical and too obscene for children. Advertisers spending crores on advertising must consider the impact such unethical ads would have on kids. In the name of sales and TRPs, they sacrifice the child's innocence. Such advertisements and practices must be banned.

Also, advertisers must come up with innovative ways of advertising which would impart knowledge among kids about the product rather than just luring them to buy stuff. Beside parents should also keep a watch on their children and prevent them from watching TV for too long. They must guide their kids and provide them with proper information to make them understand the difference between reel and real world of advertising.

I hope my views find some space in your revered newspaper and young parents and the concerned authorities are made aware of the impact today's advertising world has on the kids.

Thanking You.

Yours Sincerely,  
XYZ.

## ***Common Mistakes to Avoid while Writing Letter:***

1. Don't write huge paragraphs with redundant data. Try to keep paragraph length to 5-6 lines at the most.
2. Think hard before using any adjectives or adverbs. Impress people with the use of apt verbs and nouns.
3. Never criticize rashly in the letter. Be balanced and understanding in your criticism.
4. Avoid typical and unclear phrases 'Enclosed please find my resume for your perusal' 'Thanking you in anticipation' etc.
5. Don't just write problems, present a feasible solution as well.
6. Don't use slang and contractions such as "you'll", "&", "can't". Instead use "you all", "and", "cannot".
7. Don't use any religious symbols or text anywhere in the paper.
8. Don't use your real name in the paper.

## **[20+ Expert Strategies to Ace SSC CGL Tier 3 Descriptive Paper](#)**

### **[Sample Essay for SSC CGL with 15 Expert Tips](#)**