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Format of Formal Letter & Writing Style - SSC MTS Descriptive Paper with PDF

The SSC MTS Exam is now a few days away, it is to take place on **28th January 2018**. The Staff Selection Commission will be conducting the MTS Descriptive Paper soon! The descriptive test is solely brewing a lot of confusion up amongst the candidates. To help you overcome all the confusions, we bring you this article explaining the Format of Formal Letter for [SSC MTS](#) Descriptive Exam. Read the article carefully and ponder on the essential details of writing a formal letter.

Also, visit the article below to know about the exam pattern of SSC MTS Descriptive Test in detail.

[SSC MTS Detailed Syllabus](#)

Before we look into the Format of Formal Letter it is important to know about it, let's now read the meaning of a formal letter.

What is a Formal Letter?

- A formal letter is written for official purposes.
- The tone of the letter is serious with literal meanings.
- It includes letters written to institutions, government departments, business letters etc.

Therefore, the format of the formal letter should be clear to all in order to not lose marks in the SSC MTS Descriptive Test.

Format of Formal Letter for SSC MTS





As it is already discussed that the tone of a formal letter is serious and most of the sentences are complex and add specific meaning to the writing. The format of a formal letter is standard and is applicable to all, therefore, it is imperative that you adhere to the format mentioned below!

A formal letter comprises of following elements.

1. Address (Sender's/Receiver's)
2. Date
3. Salutation
4. Subject
5. Body Text
6. Ending

1) Format of Formal Letter - Address

Senders' Address - It should be written on the left-hand corner, it should include your street address, city, state, pin code and your contact number.

B-38, Agnipath Apartments

Civil Lines, Allahabad

211001, Uttar Pradesh

Mob. no. - 7280124581

November 22, 2017

Receiver's Address - Mention the recipient's address in the right-hand corner just below the date.



2) Format of Formal Letter - Date & Salutation

Date - The date should be placed just below the sender's address with a line gap.

Salutation - "Dear Sir/Madam" suffices, if you know the name of the person, address them directly ensure that you address them formally using "Rev.", "Dr.", "Mr.", "Mrs.", or "Ms.", and include their full name.

Dear Mr Edward Cullen,

3) Format of Formal Letter - Subject & Body

Subject - Write the subject of the letter, keep it brief and if possible in one line only.

Body Text - Organise the writing into paragraphs, the writing should include sophisticated vocabulary, standard spellings and punctuation.

- The 1st paragraph should be short and on point, mention the purpose of the letter.
- The paragraphs in the middle should contain some relevant details with reference to the purpose stated in the 1st para.
- The last paragraph should talk about the action you expect the recipient of the letter to take.

4) Format of Formal Letter - Ending

Ending of a formal letter - Sign off with appropriate closing statement followed by your signature and full name, the most preferred salutations are -

Yours Faithfully,

Your Sincerely,



Format of Formal Letter (Example)

Q) Write a letter to your civic body asking permission to send garbage trucks frequently in your residential area.

6C, Agnipath Apartments
Ghatkopar West, Mumbai
400086, Maharashtra
Mob. no. - 7280124581
November 22, 2017

The Brihanmumbai Municipal Corporation
19B/20A, Chembur East
400071, Mumbai
Maharashtra.

Dear Mr Raghav Shinde,

Subject: Request letter to send garbage trucks.

I live in Ghatkopar West area, For the past 1 year I have been complaining about the filthy roads of this area but every time my efforts goes down the drain as the concerned department fails to take any action. The garbage trucks have become an out of the ordinary thing in this area as they seldom arrive.

The situation is getting worse day by day as now not only the beauty of the landscape but the health of the residents is getting affected. The mound of garbage serves as a breeder of mosquitoes. The foul smell filled in the air around is solely responsible for a headache and nausea reported by the



residents. People living on the ground floor are majorly affected as the heaps of garbage lie just outside their kitchens or living areas because of which children and aged people find it hard to breathe.

The best one can do in this regard is making the garbage trucks more frequent in this area from thrice a month to all days in a week. It will take time for this area to go back to what it was therefore, I would request the authorities to take an intense and long-lasting step for the upliftment of this area.

I request you, sir, to kindly do the needful and make up for the long period of not doing anything before it is too late.

Yours Faithfully,

Ms Aneri Singh

Now, that you know the all about the complete Format of Formal Letter and in case you want to read more about the SSC MTS Descriptive Test, read the articles mentioned below!

[Learn About Informal Letter Format Here!](#)

[Essay Writing Technique for SSC MTS](#)

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