

Letter Writing

Advanced Formal letter writing: Writing a letter to the course provider expressing the faults in the accommodation provided.

Class Objective: I am able to write a formal letter on the above topic.

Concept A: Introduction

A formal letter or an official letter is a letter used for business purposes. Formal Letters are brief and to the point. They are written in a clear and formal style. All professional letters and applications fall under this category. In business letters the writer of the letter does not know the recipient or addressee personally. The purpose of the letter is official.

Concept B: Parts of formal letter

Basic parts of a letter are:

- (i). Sender's Address with phone number, email
- (ii). Receiver's address
- (iii). Date
- (iv). Subject
- (v). Salutation or Greeting
- (vi). Main Body: The message or information to be conveyed is written here.
- (vii). Subscription
- (viii). Signature

- Address the person appropriately using the right Salutations with the designation.
 - Dear Sir/Madam
 - Dear Mr./Miss. Surname
- The opening of formal letters must convey the message clearly.
- The body or main content of the letter should have a formal tone. You have to mention the reason for writing the letter. The tone must be respectful.
 - Mention your complaint
 - Mention the reasons
 - Mention the expectations
 - Mention any sad experience
- Use appropriate closing lines and signature with name.

1. **Introduction**

2. **Background**

3. **Method**

- 1. **Study Design**
- 2. **Study Population**
- 3. **Study Variables**

4. **Results**

- 1. **Descriptive Statistics**
- 2. **Univariate Analysis**
- 3. **Multivariate Analysis**

5. **Conclusion**

- 1. **Summary of Findings**

6. **Discussion**

7. **Conclusion**

8. **References**

9. **Appendix**

- 1. **Table 1**
- 2. **Table 2**
- 3. **Table 3**

10. **References**

1. **Introduction**

2. **Background**

3. **Method**

- 1. **Study Design**
- 2. **Participants**
- 3. **Intervention**

4. **Results**

- 1. **Primary Outcome**
- 2. **Secondary Outcome**
- 3. **Subgroup Analysis**

5. **Conclusion**

- 1. **Summary**

6. **References**

7. **Appendix**

8. **Supplementary Materials**

9. **Footnote**

- 1. **Footnote 1**
- 2. **Footnote 2**
- 3. **Footnote 3**

10. **Page Number**

1. **Introduction**

2. **Background**

3. **Method**

- 1. **Study Design**
- 2. **Participants**
- 3. **Intervention**

4. **Results**

- 1. **Primary Outcome**
- 2. **Secondary Outcome**
- 3. **Subgroup Analysis**

5. **Conclusion**

- 1. **Summary**

6. **References**

7. **Appendix**

8. **Supplementary Materials**

9. **Footnote**

- 1. **Footnote 1**
- 2. **Footnote 2**
- 3. **Footnote 3**

10. **Page Number**

1. **Introduction**

2. **Background**

3. **Method**

- 1. **Study Design**
- 2. **Participants**
- 3. **Intervention**

4. **Results**

- 1. **Primary Outcome**
- 2. **Secondary Outcome**
- 3. **Subgroup Analysis**

5. **Conclusion**

- 1. **Summary**

6. **References**

7. **Appendix**

8. **Supplementary Materials**

9. **Notes**

- 1. **Notes**
- 2. **Notes**
- 3. **Notes**

10. **References**