

Letter writing in Sanskrit

Class Objective : To learn how to write letters in Sanskrit.

Concept : Letter writing in sanskrit.

The format followed for letter writing is the same as in Hindi or English.

The rules are as follows :

1. Starting a formal letter : Begin with the sender's name and address. Some companies use special paper, called letterhead, that includes contact information and the company's brand logo.

The next line of formal letter-writing is the date. You can format the date in a couple of ways, after your address.

Additionally, formal letters need the name and address of the recipient two spaces after the date. Incorporating all this information ensures that your letter can be used as a reference to contact you after the recipient discards the envelope.

2. Writing a letter, formally : When writing a letter, you're ready to greet the person (or business) to whom you're writing. Skip a space from any addresses you've included.

Formal letters begin with "Dear" followed by the name of the receiver. If you don't have a contact at a certain company, search online for a name, a job title, or department.

As a last resort, use the generic salutation "To Whom It May Concern." A comma follows all greetings.

3. Writing the body of a formal letter : Although the body of every letter looks different and the information in it varies, there are a few key rules to follow.

- a) Keep it focused. Business letters should have a clear objective.
- b) Proofread. Errors can cause misunderstandings.
- c) Avoid contractions. Write out each word fully.
- d) Be tactful. Avoid writing anything you'll regret being recorded for posterity.

Each thought should be contained in its own paragraph. Keeping paragraphs short also helps keep your message clear; aim for no more than four sentences in a paragraph and keep each sentence concise.

4. Ending a formal letter : Leave a blank space between your closing paragraph and the complimentary closing. A complimentary close is a polite way to send your regards to your receiver. One of the most common closers is "Sincerely," and it's generally a safe bet.

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