

FORMAL LETTER FORMAT

A formal letter has a format which needs to be followed. A typical formal letter format is

1. Date
2. Name / Designation of Addressee
3. Address of the Addressee
4. Subject
5. Salutation
6. Body – Introduction, Content, Conclusion
7. Complimentary Close
8. Signature / Name of the Sender
9. Designation of the Sender

TYPES OF FORMAL LETTERS

- A. Letter of Enquiry
- B. Order Letter
- C. Letter of Complaint
- D. Reply to a Letter of Complaint
- E. Promotion Letter
- F. Sales Letters
- G. Recovery Letters

FORMAL LETTER DEMO

November 30, 20xx

The Director
ABC Classes
35 Patel Street
Delhi – 18

Subject: Enquiry about CAT Coaching Classes.

Respected Sir,

This is with reference to your advertisement in the 'The Times of India' for CAT Coaching classes. I have passed the B.Sc. degree examination with Statistics as the main subject. I am keen on joining your institute for the coaching classes.

Kindly let me know about the procedure of applying for the qualifying test and its date. I would also like to know the duration of the coaching programme, the duration and the number of classes per week along with the available mode of classes. Information about the fees payable and the study materials is highly appreciated. Could you please send me a copy of your prospectus?

I would like to enroll as soon as possible. Your early response will enable me to decide fast.

Thanking you.

With kind regards
XYZ