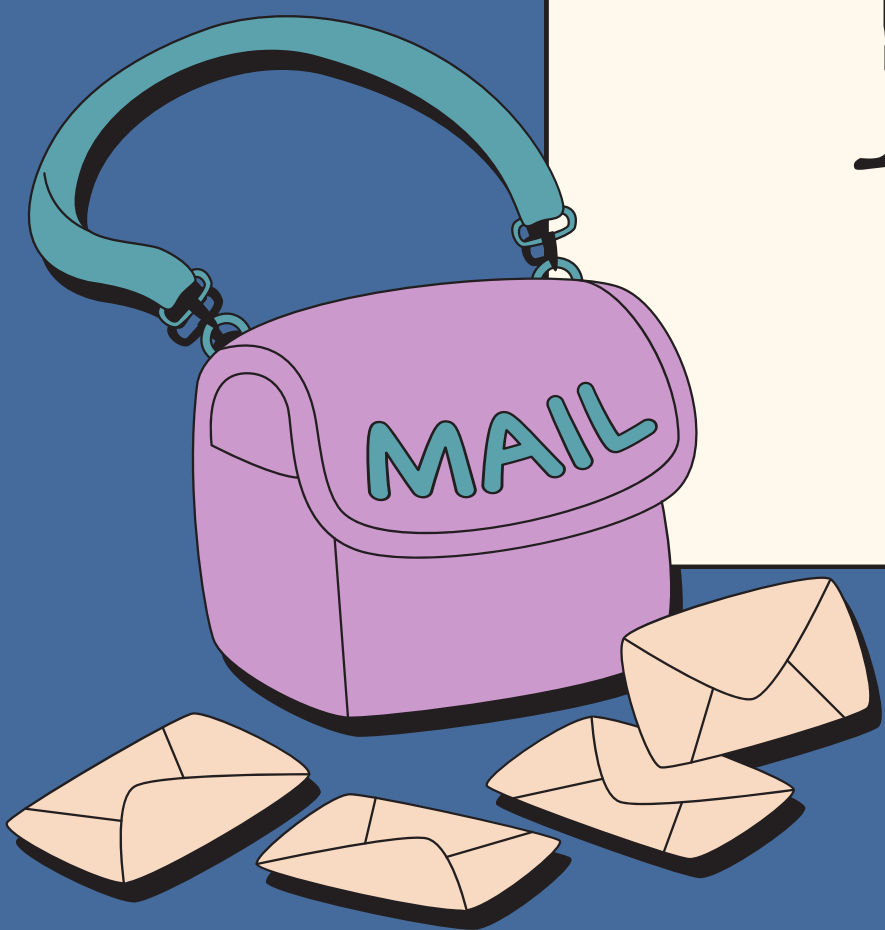




Letter Writing



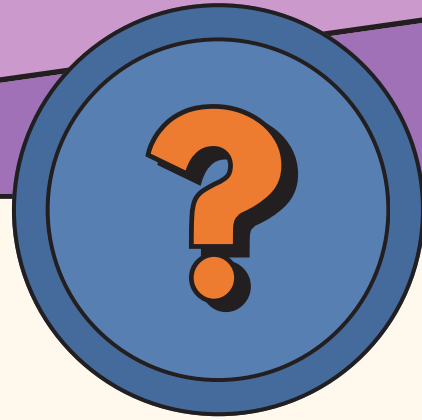
Before we start our lesson
today, let's discuss...

Have you ever written a letter?

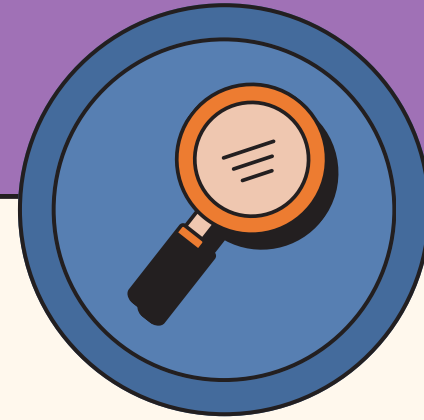
Have you ever received a letter?



Today, we are learning to:



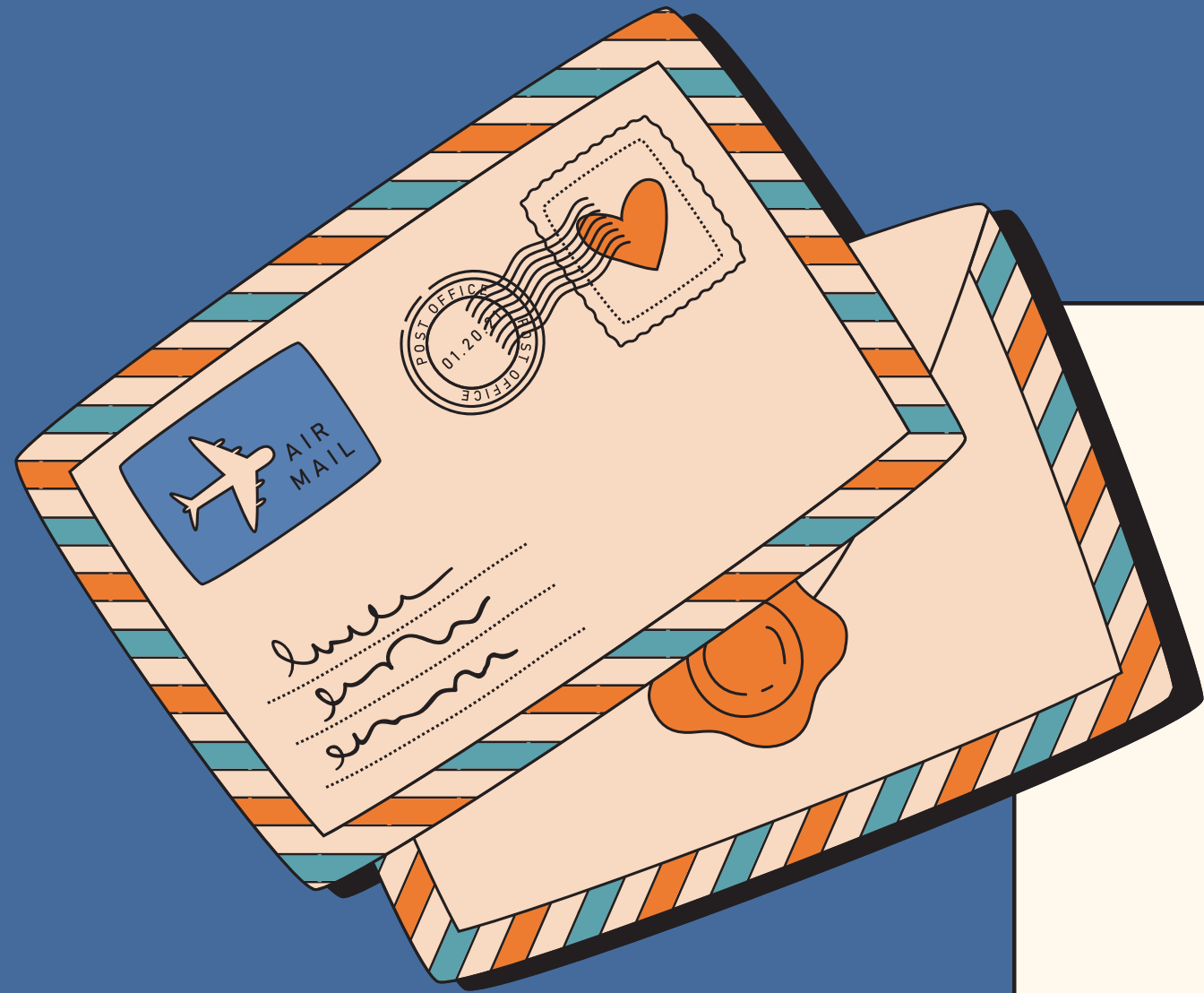
Identify the purpose of letter writing



Recognise the unique features of letters



Differentiate formal from informal letter writing style



What is a Letter?

A letter is a type of written communication between two people.

Let's discuss: What is the purpose of writing a letter?

There are many purposes for writing a letter:

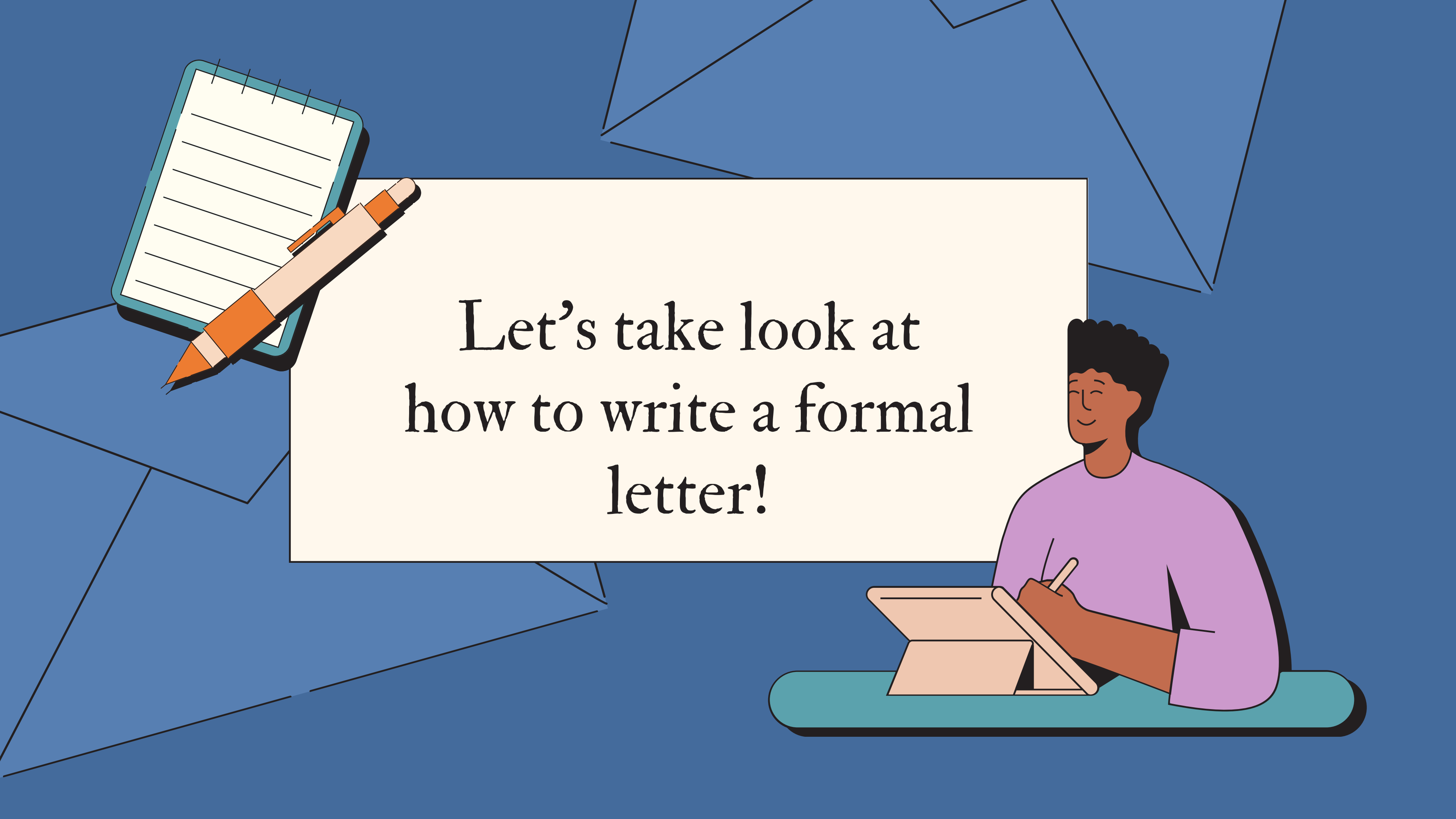
- to share information or news
- to express thanks
- to make an enquiry
- to keep in touch

Can you think of any more purposes?



| Feature | FORMAL LETTER | INFORMAL LETTER |
|-----------------|--|--|
| Purpose | Used for official, professional, or academic communication | Used for personal communication with friends or family |
| Tone | Polite and respectful | Friendly and casual |
| Language | Formal and clear | Relaxed, Use emotions |



An illustration on a blue background with white geometric lines. On the left, a notepad with a blue cover and a pencil with an orange eraser and a blue band are shown. In the center, a white rectangular box contains the text. On the right, a person with dark skin and curly hair, wearing a purple long-sleeved shirt, is sitting at a desk and writing on a notepad with a pencil. The desk is a light blue rounded rectangle.

Let's take look at
how to write a formal
letter!



First, set your page up.

Your Name and Address

A 306
Migsun Greens
Greater Noida

Date

12th August 2025

Receiver's Designation and Address

The Principal
Delhi Public School
Greater Noida

Subject

Subject- Topic of the Application

Salutation

Dear Ma'am

**Body of the Letter-
2 Paragraphs**

1st Paragraph: INFORMATION : WHAT/ WHEN/ HOW

•

2nd Paragraph: WHAT DO YOU EXPECT FROM THE RECEIVER?

*Kindly grant me leave / permit me to stay back in class etc../
(always end with- I will be highly obliged(grateful))

Yours obediently

Name

Class/Sec

Subscription

You have been suffering from viral fever for the last three days. Write an application to your Principal, requesting her to grant you leave for a week.

C 1205

Paramount Greens

Greater Noida

7th August 2025

The Principal

Delhi Public School

Greater Noida

Subject - Application for leave

Dear Ma'am

I would like to bring to your kind notice that I have been suffering from viral fever for the past three days and have not yet fully recovered. As a result, my doctor has advised me to take bed rest for a week until I regain my health completely.

I kindly request you to grant me leave for five days, from 8th August 2025 to 12th August 2025. I would be highly obliged for your consideration.

Yours obediently

Aarav Sharma

Class - VI E



Let's write together

C.W

You need three days of leave from school to attend a family wedding outside town. Write an application to the Principal applying for leave. (Word limit 100-120 words)

H.W

You have been experiencing eye pain for the past two days and have scheduled an appointment with the eye doctor. Write an application to the Principal seeking permission for a half-day leave. (Word limit-100-120 words)