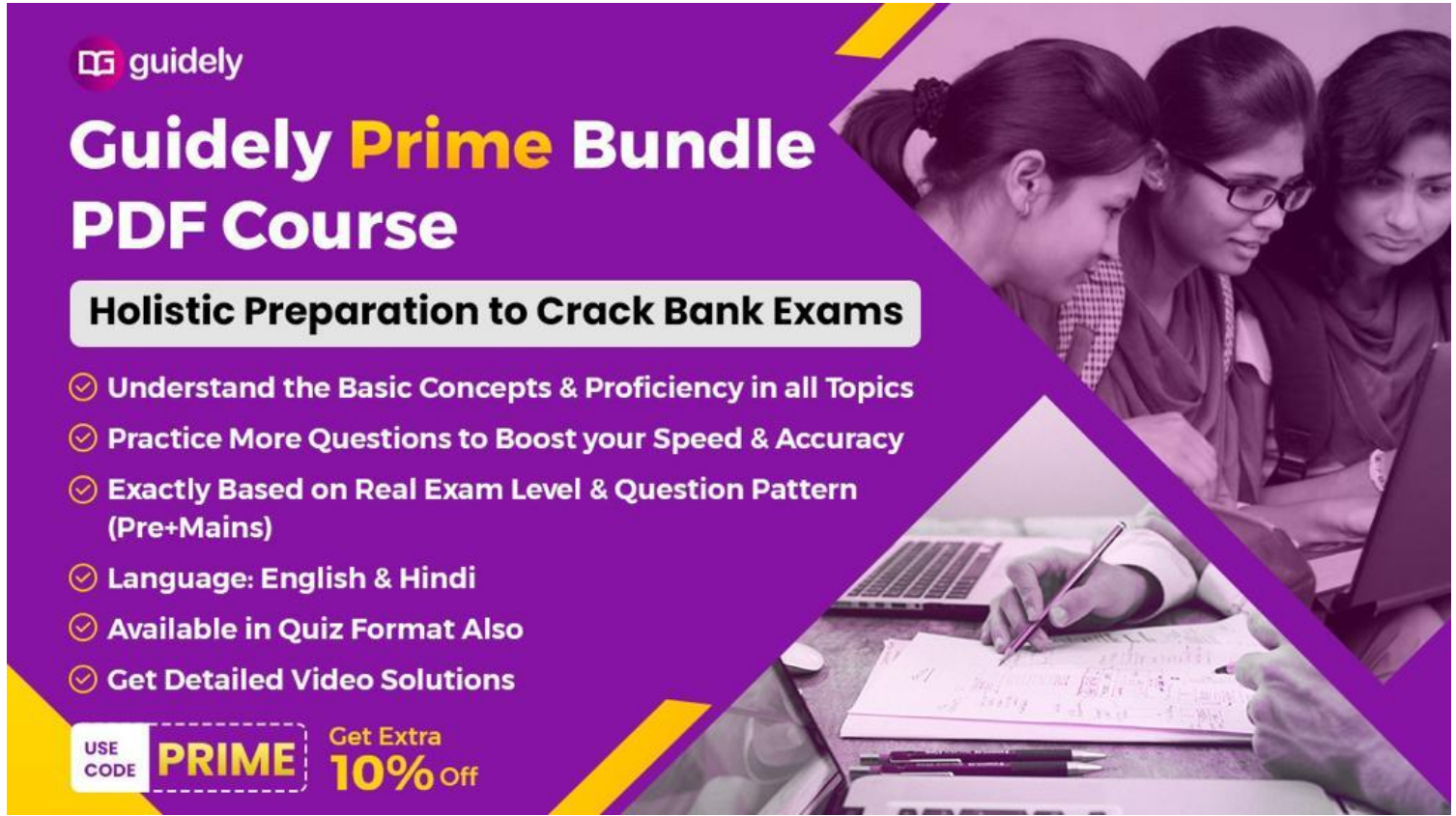



## Formal Letter Writing Types, Format, Examples



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## Formal Letter Writing Types, Format, Examples

### What Is A Formal Letter?

**Formal Letter Meaning:** A formal letter is one that uses formal language and is written in a formal style. Such letters are not addressed to private individuals, such as friends or family members, but rather to authorities, dignitaries, coworkers, and seniors for official objectives. Writing formal letters requires adherence to a variety of conventions.

### Types Of Formal Letter

The formal letter comes in a variety of forms and is utilized as a communication tool by all organizations, whether they are public or private. Both internal and external communication uses formal letters. Here are some examples of formal letter formats.

- Recovery Letter
- Resignation Letter
- Order Letter
- Promotion Letter
- Job offer letter
- Complaint letter
- Business letter
- Appointment letter
- Leave application for Marriage/ Sick/ maternity
- Letter of Enquiry
- Sales Letter

### Formal Letter Writing Format In English

Candidates can use the English formal letter writing format that is given below for any type of formal letter.

Date: \_\_\_\_/\_\_\_\_/\_\_\_\_. Place: \_\_\_\_\_.

From;

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## Formal Letter Writing Types, Format, Examples

.....,  
.....  
TO;  
\_\_\_\_\_,  
\_\_\_\_\_.  
Respected mam/sir,  
Subject: \_\_\_\_\_, Regards;  
(Body of the content)  
Thanking you,  
Yours faithfully,  
\_\_\_\_\_.  
Address on the envelope:  
To;  
\_\_\_\_\_,  
\_\_\_\_\_.

### Formal Letter Writing Examples

#### Formal Letter Writing Format Example 1 - Appointment Letter

[Company Logo]  
[Company Name]  
[Company Address]  
[Date]  
Dear [Employee's Full Name],  
We are delighted to officially appoint you to the position of [Job Title] at [Company Name]. We were highly impressed with your qualifications, experience, and interview performance, and we believe you will excel in this role.

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### Appointment Details:

- Job Title: [Job Title]
- Department: [Department]
- Reporting to: [Supervisor/Manager Name]
- Start Date: [Start Date]
- Compensation: [Salary or Compensation Details]

### Benefits and Perks:

- [List of Benefits and Perks]

Please report to the [Location/Branch Name] on [Start Date] at [Reporting Time]. This appointment is subject to the terms and conditions outlined in the company's policies, a copy of which will be provided to you for your reference.

We eagerly anticipate your contributions and growth within our organization.

Sincerely,

[HR Manager's Name]

[HR Manager's Title]

[Contact Information]

### Formal Letter Writing Format Example 2 - Promotion Letter

[Company Name]

[Company Address]

[Date]

Dear [Employee Name],

It is with great pleasure that I inform you of your well-deserved promotion to [Position Title]. Your outstanding performance, dedication, and commitment to our organization have not gone unnoticed, and we are delighted to recognize your hard work with this promotion.

Your new role will involve [Brief Description of New Role and Responsibilities]. We have no doubt that you will excel in this new position, bringing your expertise and enthusiasm to the role and contributing to the continued success of our organization.

Effective [Date of Promotion], you will receive a salary increase of [Amount] in recognition of your new role and increased responsibilities. You will also be eligible for additional benefits, including [Brief Description of Additional Benefits, if applicable].

We understand that this is an exciting but challenging time for you. We want to assure you that we are committed to supporting you in your new role and providing you with the necessary resources to succeed. We have every confidence that you will rise to the challenge and deliver excellent results in your new position.

Please acknowledge your acceptance of this promotion in writing by [Date]. If you have any questions or concerns

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## Formal Letter Writing Types, Format, Examples

about your new role, please do not hesitate to contact me or [Name of Manager or HR Contact].

Congratulations once again on your well-deserved promotion. We look forward to your continued success and contributions to our organization.

Sincerely,

[Your Name]

[Company Name]

### Formal Letter Writing Format Example 3 - Resignation Letter

23rd September, 2023

Mr. Arun [CEO of XYZ Company],

Please accept this letter as formal notification that I am resigning from my position as a developer with XYZ. My last day will be 10th October 2023.

Thank you so much for the opportunity to work in this position. I've greatly enjoyed and appreciated the opportunities and I've learned [a few specific things you've learned on the job], all of which I will take with me throughout my career.

During my last two weeks, I'll do everything possible to wrap up my duties and train other team members. Please let me know if there's anything else I can do to help during the transition.

I wish the company continued success, and I hope to stay in touch in the future.

Sincerely,

Anish.

### Formal Letter Writing Format Example 4 - Business Letter

7, Lakshaya Apartment, Gandhi Road, Tirupur, Tamil Nadu

July 30, 2023

Mr. Paulraj,

SD Apartments

74, FG Street

Tirupur, Tamil Nadu.

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## Formal Letter Writing Types, Format, Examples

Dear Mr. Paul:

Hope you're doing well. I'm Kumar, Director of Marketing at BBDFG Airlines, and I wanted to share some marketing ideas with you that could benefit both of our companies.

Whenever our flight crews fly into the Coimbatore area, they overwhelmingly prefer staying at the NJU Villa, but there is often no vacancy. If the NJU Villa were to permanently reserve a block of rooms for our crew members, we'd be happy to promote the NJU Villa in our in-flight magazine at a significant discount.

To demonstrate what a BBDFG Airlines and NJU Villa partnership could look like, I've enclosed three sample ads created by our graphic design team. These samples should prove that we're eager to highlight the NJU Villa for the millions of passengers we serve each year. If you'd like to discuss this in further detail, I can be reached at [Mobile number], or at larry@bbdfg.com. I look forward to hearing from you.

Sincerely,  
Larry

Director of Marketing, BBDFG Airlines

Enclosures: Three samples of print advertisements.

## How To Write A Formal Letter To Principal?

Have a look at the examples of formal letters provided below for your reference.

### Formal Letter To Principal From Student 1

The Headmistress

St. Francis Anglo Indian Girls High School

Noida – 110096

25<sup>th</sup> November, 2021

Subject: Seeking permission to attend a family function

Respected Ma'am,

I am writing to seek your permission for me to attend a family function on the 29<sup>th</sup> of November at Bangalore. I would require a leave of three days (from 28.11.2021 to 30.11.2021). I have taken permission from my Class Teacher, and I will ensure that I keep myself informed about the daily lessons and complete everything up-to-date when I am back. Kindly consider my request and grant me permission.

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## Formal Letter Writing Types, Format, Examples

Thanking you

Yours sincerely,

Saajan Jose

Class IX C

Roll No. 36

### Formal Letter To Principal From Student 2

The Principal

Zion Public School

Naini

Allahabad – 211008

16/09/2021

Subject: Requesting one week's leave

Respected Ma'am,

This is to inform you that my mother is seriously ill and I am required to stay with her as there is no one else to take care of her. She is required to be taken to the hospital every now and then and needs constant support as doctors have advised complete bed rest. So, I request you to kindly allow me a week's leave, starting today, 16/09/2021 to 23/09/2021.

My friends have assured me to bring every day's notes, and I will submit all my work through them. My Class Teacher is also very supportive. She has promised to send me audio recordings of classes so that I would not miss out on anything during this period. With everyone's support, I am sure I can get through this difficult phase.

Thank you in advance for your kind understanding.

Yours faithfully,

Diana Jose

Student of Class XII A

Roll No. 12

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