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Class 10 English Notes

FORMAL LETTER FORMAT

Key Notes and Important Questions with Answers

Section B : Writing Skills and Grammar

Format of Formal Letter

Sender's Address

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26th May, 2018/May 26, 2018

Receiver's Address/Designation/Address

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SUB: (Only a phrase)

Salutation

Body of Letter

- *Introduction 1-2 lines* — *Para I*
- *Content 6-7 lines* — *Para II*
- *Complimentary close 1-2 lines* — *Para III*

Subscription - Yours (obediently, faithfully, truly, sincerely)

Sign
(NAME IN BLOCK LETTERS)
Designation
ENCL..: (If any)