

# FORMAL LETTER

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Address of the Sender

Date

Name of the Addressee

Address of the Addressee

Salutation

Subject

Introduction

Body

Conclusion

Closing

Name of the Sender



• Top left- Date. day and time.

• Begin the entry by

describing the day or

momentary feelings

• in the body discuss an event /

your feelings / future plans

• conclude with a final remark /

future course of action

3-B Model Town

New Delhi-110088

India

August 25, 20XX

**Senders; Address**

**Date**

Dear Mom

**Salutation**

You will be pleased to know that I am coming home for the weekend. I am very excited to meet you all after so long.

I feel elated to share that the project I had been working on has been selected by America's Library Council. It was a very challenging task for me but I am glad that my 4 hardwork has paid off.

**Body of the letter**

Leaving aside my chores, I have also started taking care of my diet as you suggested

How is everyone at home? I hope Ritu's dance classes are running well

Update me about everything soon and please do not forget to visit the doctor for your routine checkup.

Convey my regards to Papa and love to dear Ritu.

**Concluding Remarks**

Yours lovingly

**Complimentary Closure**

Neha

**Signature Lines**