

FORMAL LETTER WRITING

Grade 9 English

1. COVER LETTER

The purpose of a cover letter is to explain to the employer why you are a good candidate for the job. It is a chance to elaborate more on your experience, as a resume can be limiting

Job Application Letter

Joseph Q. 123 Main Street Anytown, CA 12345 555-212-1234 josephq@email.com July 20, 2020 Jane Smith Director, Human Resources Fit Living 123 Business Rd. Business City, NY 54321 Dear Ms. Smith, I'm writing to apply for the position of Social Media Manager for Fit Living, as advertised on your website careers page. I have three years of experience as a Social Media Assistant for Young Living, and I believe I am ready to move up to the manager position. In your job posting, you mention that you want to hire a Social Media Manager who understands the Internet and social media trends. During my time at Young Living, I was given the responsibility of increasing follower numbers on Instagram. I explained to my manager that I would be happy to do so and that I would also work hard to increase follower participation because engagement has become an important metric. Within six months, I increased our followers by over 50% and increased engagement by 400%. I'm very proud of that accomplishment. Currently, I'm working to build a following with the best influencers in our niche. When I saw the job opening, I knew it was the perfect opportunity to offer you both my social media marketing skills and people skills. I've included my resume so you can learn more about my educational background and all of my work experience. Thank you for your time and consideration. Please feel free to email me at josephq@email.com or call my cell phone at 555-555-5555. I hope to hear from you soon. Sincerely, Your Signature Joseph Q.

2. LETTER TO GOVERNMENT- PURPOSE

Letter to the Government Important Topics

1. Helps the public to reach out to the government
2. Helps the public to avail public services
3. Helps the public to provide suggestions
4. Bridges the gap between the government and the public

LETTER TO GOVERNMENT- TIPS

Letter to the Government Points to remember while making the format

1. Sender's address is usually written in 3-4 lines
2. The subject of the letter should always be underlined
3. Informal salutations like "Dear" or "My dear" should not be used
4. The introductory paragraph of body should tell the purpose of the letter
5. The main paragraph of the body should contain details of the letter
6. The concluding paragraph should enclose the action required or request made
7. "Yours truly/faithfully/sincerely" should be used as the complimentary close

Letter to Government Tips

1. The authority should be addressed properly in a formal way.
2. The problem/ issue should be mentioned clearly and precisely.
3. A request should be made for the required action to be taken.
4. Proper format should be followed.
5. Remember to use formal language.
6. Unnecessary or irrelevant details should not be provided.
7. The letter should be short, crisp and not lengthy.

LETTER TO GOVERNMENT- PHRASES

Phrases to use for writing a formal Letter to the Government

1. "I am writing to bring to your attention"
2. "I respectfully request your assistance in"
3. "I would be grateful if you could provide information on"
4. "I kindly request that you consider the following matter"
5. "I am writing to express my concern regarding"
6. "I kindly request your prompt attention to this matter"
7. "I look forward to your positive response"
8. "I would be honored if you could arrange a meeting to discuss"
9. "I would like to bring to your attention the following issue"
10. "Thank you for your time and consideration"

Phrases to use for writing a formal letter to the Government

1. I am writing to bring to your attention
2. I respectfully request your assistance in
3. I would be grateful if you could provide information on
4. I kindly request that you consider the following matter
5. I am writing to express my concern regarding
6. I kindly request your prompt attention to this matter
7. I look forward to your positive response
8. I would be honoured if you could arrange a meeting to discuss
9. I would like to bring to your attention the following issue
10. Thank you for your time and consideration

LETTER TO GOVERNMENT- EXAMPLE

Street 5, H.No.432
Gulmohar Colony
Bhopal, MP- 450158

8 September 2020

To
Municipal Commissioner
Bhopal
Madhya Pradesh

Subject- Poor quality and inadequate supply of municipal water

Sir

I, on behalf of all the residents, write to draw your attention towards the poor quality and inadequate supply of municipal water in the area of Gulmohar Colony. We have been facing this inconvenience since a week now.

Earlier, there was regular supply of municipal water throughout the day. But now the situation is worrisome. The water is rarely available and the quality too, has deteriorated. It is pale in colour and has a foul smell. Due to this, it has become unfit for drinking and can neither be used for any other activity. The situation has become so bad that we are compelled to purchase bottled water or even consume ground water at times.

I hereby humbly request you to look into the grave issue and take the necessary action required to restore adequate supply of clean water in the area. I look forward to your cooperation at the earliest.

Thanking you
Yours truly
Meera
President, HWA

LETTER TO GOVERNMENT

5 Parts that your letter should include:

<https://pimms.nzpif.org.nz/UserFiles/files/NZPIF%20-%20Template%20letter%20for%2090%20day%20notice%20AK.pdf>

LETTER TO MR. MORRISON

Link to doc:

LETTER TO MP (MEMBER OF PARLIAMENT)

Link to doc: