

Formal Letter Format in CBSE: 2

Sender's Name:

Date:

Receiver's Name:

Subject:

Salutation (Dear Sir \ Madam)

(Body of the Letter) You can write it in your own way. But remember we have to use decent and good words.

First Paragraph: First of all, you have to tell about yourself and the reason for writing the letter.

Second Paragraph: The reason has to be told in detail.

Third Paragraph: (Mention Conclusion and Solution)

Complimentary Closing

Thanking You,

You're Sincerely

You're Name