

Letters, Applications and Invitations

• Letter Writing

Letter writing is a skill which was practiced by almost everyone few decades ago. There are several types of letters. They may be personal, official or business letters, but in each case they are written in accordance with some set rules.

Every letter has several parts and it is important to follow the correct format. Any omission is liable to effect the quality of the letter. The parts of a letter are given below:

- a. address of the writer along with the date of writing
- b. salutation or greeting
- c. body of the letter
- d. subscription or the close of the letter
- e. signature
- f. address on the envelope or postcard.

A chart which shows proper salutations and subscriptions is given here for guidance:

	ADDRESSEES	SALUTATIONS	SUBSCRIPTIONS
Informal letters	Relatives	My dear (relation),	Yours affectionately,
	Friends	My dear (name),	Yours sincerely,
	Acquaintances	Dear / Mr. / Mrs. / Ms.	Yours truly,
Formal letters	Strangers	Sir / Madam, Dear Sir / Madam,	Regards,
	Officers	Sir / Madam,	Yours obediently,
	Editors of Newspapers	Sir / Madam,	Yours truly,
	Business concerns	Dear Sir,	Regards,

Letters are usually of two types:

1. **Informal letters:** Informal letters are written to relations and intimate friends in an easy and conversational style.
2. **Formal letters:** Formal letters are official letters, written for different purposes like;

to make a complaint, to request for something, to make an inquiry, to apply for a job, etc.

Parts of a Letter

- a. Writer's address and date:** Writer's address is normally written at the top of the letter as heading which informs the readers from where the letter has been written. Just below the writer's address comes the date when the letter is written. The date must be written in either of the following ways:

January 1, 2017

1st January, 2017

Students should always remember to put a comma before the year. Omission of punctuation marks shows the carelessness of the writer.

- b. Salutation:** In this part of the letter we greet the person whom we address. The words should be used according to the status of the addressee and the degree of friendship or intimacy that the writer enjoys with him. Students should refer to the given chart.
- c. Body of the letter:** It is the main part of the letter and may contain a number of paragraphs. The opening sentence should be of general nature and may indicate the continuity of correspondence with the addressee. Some suitable opening sentences which may be used according to the occasion are:

- i. It is quite a long time since I heard from you.
- ii. I was very glad to receive your letter.
- iii. My joy knew no bounds when I learnt of your success...
- iv. I am much pained to hear that ...
- v. I am sorry to inform you that ...
- vi. You will be pleased to know that ...
- vii. Thank you very much for your letter ...

The letter should be closed with a proper phrase. One of the following phrases may be used according to the occasion:

- i. With best regards,
- ii. With love and best wishes to all at home,
- iii. With best wishes,
- iv. Hoping to see you soon,
- v. Hoping for an early reply,
- vi. Hoping to hear from you soon,

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- vii. Thanking you,
- d. **Subscription:** After closing the body of the letter, we put subscription or close of the letter at the bottom of the left hand corner of the page. Students should refer to the given chart for using appropriate subscription.
- e. **Signature:** This must come below the subscription as:
Yours truly,
Ahmad Ali
- f. **Address on the envelope or postcard:** It is written on the envelope or the back of the postcard. We write:
- the name of the person in the first line
 - the name of the house and the street or the name of the village in the second line
 - the name of the city/district in the last line

Examples

- | | |
|---|--|
| 1. Mr. Nisar Ahmad Khan,
House No. 5, Peoples Colony,
Faisalabad. | 2. Syed Mujahid Hussain Shah,
Foodgrain Market,
Sheikhupura. |
|---|--|

• Informal Letters

i. Write a letter to your mother who is worried about your health.

2, Old Hostel,

Lahore.

March 23, 2017

Dear Mother,

I received your letter yesterday. I am glad to know that you are fine. I was running a fever due to bad throat. But it was a temporary ailment. I have recovered now.

You need not worry about my health. I am perfectly all right. I am taking good care of my diet and exercise regularly. I hope that after these assurances you will stop worrying about me.

Pay my regards to all at home.

Yours affectionately,

Naveed Ahmad

ii. Write a letter to your father asking him about the health of your mother.

2, Old Hostel,

Lahore.

January 25, 2017

Dear Father,

From Ali's letter I have come to know that mother is suffering from high blood pressure. I am really worried about her. I hope that she is taking precautionary measures to bring it to normal. Please ask her to take her medicine regularly and also inform me about her present condition as early as possible.

Anxiously waiting for your reply,

Yours affectionately,

Nadeem

iii. Write a letter to your sister congratulating her on her success in the exams.

15 – C Wahdat Colony,

Lahore.

March 28, 2017

Dear Najma,

Your letter brought the happy news of your excellent result in the final examination of class 9. I am very happy to learn that you have gottem an outstanding result. I am very proud of you. You have always been a hard working student and I hope you will work even harder next year to maintain a high standard.

Accept my heartiest congratulations on your success. Pay my compliments to Naila and other friends.

Yours affectionately,

Afshan

iv. Write a letter to your mother about the test you have just taken.

92, Boys' Hostel,

Gulberg, Lahore.

February 06, 2017

Dear Mother,

I am sorry, I did not write you earlier as I was busy preparing for my test of physics. It

was held yesterday. My performance in the test is satisfactory. I hope to get full marks in it. I attempted eleven questions. The answer to one question was wrong. But it was an extra question. I hope that you are satisfied with my explanation now.

Pay my regards to everyone at home.

Yours affectionately,

Khalid Ahmad

v. Write a letter to your father requesting him to send you some extra funds for the payment of hostel dues.

16, Crescent Hostel,

Gulberg, Lahore.

March 15, 2017

Dear Father,

I have been planning to write you for many days but could not find time to do so. My exams are drawing near and I am busy preparing for them. I have already revised my course. You need not worry about my studies.

The only problem that I face these days is that I have run short of money as I bought some books which has upset my budget. I shall be very grateful if you send me at least ten thousand rupees to pay my hostel dues and to meet my other needs.

Yours affectionately,

Anas Ali

vi. Write a letter to your brother about the importance of the study of science subjects.

10 - Jail Road,

Lahore.

March 01, 2017

Dear Asif,

I hope this letter finds you in the best of health and spirits. You have now been promoted to class nine. It is time for you to decide whether you would like to study humanities or science subjects. The world has progressed very much in the field of science. If we want to keep pace with it, we must keep our knowledge of science up-to-date. Everyone should know the basics of science so I would advise you to study science at least up to matriculation level. It will broaden the horizon of choice that you can make for higher studies

Also, there are many new fields in science that might catch your interest. Please think carefully before making a final decision.

Convey my salaam to your friends.

Yours affectionately,

Adnan Bashir

vii. Write a letter to your friend congratulating her on her birthday.

18-Tariq Block,

Garden Town,

Lahore.

January 29, 2017

Dear Iram,

I am specially writing this letter to congratulate you on your birthday. I owe you a gift and you will get it when you come to Lahore. I was going to send it to you by post but then I was informed that you plan to come to Lahore. So I decided to give it to you personally. I am waiting for you.

Convey my respects to aunt and uncle.

Wishing you the best,

Yours sincerely,

Samina

viii. Write a letter to your friend requesting her to spend her spring holidays with you.

13 - C, GOR-III,

Lahore.

February 6, 2017

Dear Sadia,

You know that our spring holidays are approaching. I would like you to spend these holidays with me. In your last letter you promised to come to me during these holidays. Now it is time to fulfill your promise.

We shall visit our common friends and do some shopping. Inform me as early as possible about the exact date of your arrival so that I may make further arrangements accordingly.

With love,

Yours sincerely,

Shazia

ix. Write a letter to your friend congratulating him on the marriage of his sister.

24 - Usman Block,
Garden Town,
Lahore.
March 06, 2017

Dear Rizwan,

I am very pleased to learn about the marriage ceremony of your sister. Accept my heartiest congratulation on this occasion.

I have received your invitation card but I do not think I will be able to attend the ceremony as I will be busy in my exams. I really feel sorry for that.

Convey my congratulations and best wishes to all the members of your family.

Yours sincerely,

Adnan

x. Write a letter to your friend requesting him to lend you some books.

4, Sanda Road,
Lahore.
April 2, 2017

Dear Tahir,

My examination is over and I haven't much to do these days. I am thinking of improving my English. You talked once about your fine collection of English novels and plays. I want to borrow a few novels from you. I hope that you will not refuse. I assure you that I shall take care of your books. I shall try to return these books as early as possible.

Pay my compliments to your parents.

Yours sincerely,

Arif Munir

xi. Write a letter to your friend thanking her for the hospitality during your visit to her house.

793, Raza Block,
Iqbal Town,
Lahore.
April 15, 2017

Dear Saba,

I reached home last Sunday. I had a comfortable journey and reached home safe. I spent very good time with you. I enjoyed your company. I shall never forget the taste of delicious food that you cooked for me. I must thank you for the trip to Murree that you specially arranged for me. I will miss you very much.

Convey my thanks to aunt and uncle for their kindness and love. They really made me feel at home. I will never forget this trip.

With love,

Yours sincerely,

Afshan

xii. Write a letter to your friend condoling the death of his mother.

4/5 - II - E, Nazimabad,

Karachi.

March 21, 2017

Dear Aamer,

I have just received the news of your mother's death. I am really shocked to hear it. She was a very noble lady. I had special attachment to her. She loved me as her own son. But the laws of nature are absolute. We have to bow before them.

All my sympathies are with you. I hope that you will bear this loss with patience and courage. May her soul rest in heaven!

Yours truly,

Toor

xiii. Write a letter to your brother advising him to take steps to improve his health.

B - 22, GOR - I,

Lahore.

March 20, 2017

Dear Hamid,

I met Munir last night and he informed me that you were over worked in your studies. You stay awake till late night and have become very weak. I appreciate your love for knowledge but it must not be allowed to damage your health. First, take care of your health, then of your studies. Try to sleep early and develop a habit of taking morning walk. I suggest

you have a light exercise in the morning also.

I hope that you will give attention to my advice.

Yours affectionately,

Umar

xiv. Write a letter to your sister thanking her for a gift.

Shaheen Academy,

Lahore.

January 2, 2017

Dear Rukhsana,

I hope that you are in good health. I received your gift of a wrist watch on my birthday two days ago. It is a beautiful watch. I needed it badly too as I happened to lose my watch in a mishap a few days ago. I promise that I shall take care of it. It will also help to make me punctual.

I thank you again for this precious gift.

Yours affectionately,

Nazir Ahmad

xv. Write a letter to your friend thanking him for the books he lent you.

4 - Sanda Road,

Lahore.

March 27, 2017

Dear Tahir,

I received the books you lent me the day before yesterday. I am really grateful to you for this. I have already started reading these and hope to return them very soon.

Thanking you again,

Yours truly,

Arif Munir

• **Formal Letter**

xvi. Write a letter to a book seller requesting him to send you some books per V.P.P.

owing to a previous engagement.

7 - B, GOR - II,

Lahore.

2. Mr. and Mrs. R. A. Khan
request the pleasure of the company of
Mr. and Mrs. F. A. Awan at a reception
on the occasion of the wedding of their beloved son / daughter at
Cosmopolitan Club
on Sunday, the 2nd October, 2017 at 8.00 p.m.

R.S.V.P

Tel:-38272227

i. Reply (accepting)

Mr. and Mrs. F. A. Awan thank Mr. and Mrs. R. A. Khan for their kind invitation to the reception on October 2, 2017, and accept it with great pleasure.

19-E, Model Town,

Lahore.

ii. Reply (declining)

Mr. and Mrs. F. A. Awan thank Mr. and Mrs. R.A. Khan for their kind invitation to the reception on October 2, 2017, but regret that they would not be able to attend it owing to a previous engagement.

19 - E, Model Town,

Lahore.

• **Applications**

A formal request to be considered for a position or to be allowed to do or have something, submitted to an authority, institution or organisation.

i. Application for leave

The Headmaster / Principal,

Government High School,

Narang.

Sir,

This is inform you that I am suffering from diarrhyea after eating fast food from a local restaurant.

Kindly grant me leave for two days with effect from December 2 to 4 , 2017.

Thanking you,

Yours obediently,

Arsalan Bashir

Roll No. 212

Class - X

December 02, 2017

ii. Application for fee-concession/stipend

The Headmistress/ Principal,

Government Girls' High School,

Mian Chanuu.

Madam,

Respectfully, it is submitted that my father is working as a restorer in the Municipal Committee library. His salary is not enough to meet the family needs and cannot pay for our education. He supports a large family consisting of five daughters and three sons. In fact, the household worries have caused a deterioration in his health, and has been on medical leave on and off.

In the light of the facts stated above, it is requested that I may kindly be granted full fee concession and a stipend. I am in dire need of this financial relief, otherwise I will have to discontinue my studies. My father's income certificate is attached for your kind perusal.

Thanking you,

Yours obediently,

Haseena Moeen

Roll No. 112

Class - IX

September 7, 2017

iii. Application for a character certificate

The Headmaster,

Garrison High School,

Rawalpindi.

Sir,

Respectfully, it is submitted that I have been a bonafide student of the Garrison High School during the session 2016-17. I secured second position in the school in the

examination conducted by the Lahore Board of Secondary Education.

I am at Salalah (OMAN) these days and plan to study further at the Intermediate College being run by our embassy here.

I am enclosing a reply-paid envelope, and it is requested that a character certificate may kindly be issued to enable me to seek admission for further studies.

Thanking you,

Yours obediently,

Ammar Aslam Moghul

P.O. Box No. 18026

SALALAH (Sultanate of Oman).

December 9, 2017

iv. Application for a job

The Manager,

Sunshine Biscuit Factory,

G. T. Road, Lahore.

Respected Sir,

I found out through the advertisement columns of the Daily “Jang” Lahore about the job vacancy of a clerk available in your factory. I offer myself as a candidate for this position.

My particulars are:

Age: 18 years

Qualification: Matriculate 1 Division, Diploma holder in type and short-hand

Marital Status: Unmarried

I reside at Baghbanpura and the factory is not far from my house. I assure you that I will serve the organisation devotedly and diligently.

Attested photocopies of the required documents are attached.

Thanking you,

Yours obediently,

Farooq Abdullah

310 - Shalimar Road,

Baghbanpura, Lahore.

March 10, 2017