Formal letter samples (3 samples)

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Formal letters are written to officials, businesses, editors, or employers for complaints, orders, enquiries, and job applications. Indian board examiners expect the left-aligned block format with polite, direct language.

Format

1. Sender's address (top left, 2–3 lines, without your name)
2. Date written in full (e.g., 24 November 2026)
3. Receiver's designation and official address
4. Subject: Short, specific line stating the purpose of the letter
5. Salutation (Sir/Madam, or Dear Sir/Madam,)
6. Body in three clear paragraphs: purpose, supporting details, and action requested
7. Complimentary close (Yours faithfully, when the receiver is unnamed; Yours sincerely, when named)
8. Sender's full name (and designation or contact details, where relevant)

Samples

Complaint letter to a municipal officer about broken streetlights

42, Shastri Nagar
Nagpur – 440001

24 November 2026

The Municipal Commissioner
Nagpur Municipal Corporation
Civil Lines, Nagpur – 440001

Subject: Complaint regarding non-functional streetlights in Shastri Nagar

Sir/Madam,

I am writing on behalf of the residents of Shastri Nagar to draw your urgent attention to the poor condition of street lighting in our locality. Seven streetlights along Main Lane 3 and Park Road have been out of order for the past three weeks.

With winter setting in, it grows dark before 6:00 p.m. Senior citizens, office-goers, and students returning from evening classes find it extremely difficult and unsafe to walk along this stretch. Two minor two-wheeler skids have already occurred near the lane turning because potholes are invisible in the dark, and residents are worried about rising thefts.

Despite two complaints registered on the civic helpline earlier this month, no repair team has visited the area. I kindly request you to direct the electricity department to inspect and restore the faulty LED lamps at the earliest.

Yours faithfully,
Rajeshwari Iyer
Resident, Shastri Nagar

Letter to a bookseller placing an order for library books

Kaveri Public School
18, Anna Nagar West
Chennai – 600040

26 November 2026

The Sales Manager
Saraswati Book House
45, Mount Road
Chennai – 600002

Subject: Order for reference books and dictionaries for the school library

Dear Sir/Madam,

Thank you for your quotation dated 18 November 2026. Our school library would like to place a firm order for the following titles:

1. Concise English Grammar and Composition (Class X) – 15 copies
2. Senior Secondary Physics Lab Manual (Class XII) – 12 copies
3. Illustrated Dictionary of Modern English – 10 copies
4. Short Stories from Across India (Hardbound) – 8 copies

Please ensure that all books are the latest editions and delivered in undamaged condition. As agreed in your quotation, kindly apply the 15% institutional discount. We request delivery on or before Tuesday, 8 December 2026 between 9:00 a.m. and 3:00 p.m.

Payment will be settled by NEFT within seven working days of inspecting the consignment and receiving the GST invoice.

Yours faithfully,
S. Krishnan
Librarian

Job application for the post of receptionist (with short resume)

Flat 304, Ashoka Enclave
Saheed Nagar, Bhubaneswar – 751007

28 November 2026

The HR Manager
Kalinga Horizon Hotel
Janpath Road, Bhubaneswar – 751001

Subject: Application for the post of Front Desk Receptionist

Dear Sir/Madam,

With reference to your advertisement in The Eastern Chronicle dated 24 November 2026, I wish to apply for the post of Front Desk Receptionist at Kalinga Horizon Hotel.

I am a Commerce graduate with two years of experience managing front-desk enquiries, guest check-ins, incoming calls, and appointment schedules. I communicate clearly in English, Hindi, and Odia, and I am proficient in MS Office and standard booking software.

I have included my brief resume below and would be glad to attend an interview at your convenience.

Yours faithfully,
Pooja Mohanty

Resume Summary
Name: Pooja Mohanty | DOB: 14 May 2001 | Phone: +91 98XXXXXXXX | Email: pooja.mohanty@example.com
Qualification: B.Com (Honours), Utkal University (2022) – 76%; Diploma in Office Administration (2023)
Experience: Front Desk Executive, Mahanadi Diagnostics Centre, Bhubaneswar (2024–2026)
Skills: Guest reception, call handling, MS Office, billing software; fluent in English, Hindi, and Odia

Tips

• Align every section to the left margin; avoid indenting paragraphs in the CBSE block format.
• Write 'Yours faithfully' or 'Yours sincerely' without an apostrophe in 'Yours'.
• Keep the Subject line under ten words so the reader immediately sees what the letter is about.
• Use courteous, objective language; avoid slang, contractions, and aggressive complaints.
• Leave one clear blank line between the address, date, receiver, subject, salutation, paragraphs, and closing.