Al-Mustaqbal Uni.

Dep. of English Language

*3rd year /Essay & letter writing*

**What Is Letter Writing?**

Letter writing has been deemed as one of the most useful forms learnt and used for various reasons. There are several kinds of letters, each of which has its own form and style. However, there are certain parts of the letter which remain the same. They include:

* Sender’s address
* Date
* Greeting or Salutation
* Body of the Letter
* Subscription
* Signature

**Sender’s Address**

The writer’s complete postal address has to be mentioned at the beginning of the letter on the left-hand side of the paper. This lets the receiver know where you wrote the letter from.

**Date**

The date is written just below the sender’s address, and It lets the recipient know when exactly the letter was written. The date may be written in any of the following ways:

4th July 2005

July 4, 2005

4/6/2005

4-6-2005

4.6.2005

**Greeting or Salutation**

The Salutation depends on the relationship between the sender and the receiver.

* To members of your family and friends, it could be *Dear Father, My Dearest Friend, Dear Uncle, Dear Diana,*etc.
* To Business people or any officer of higher rank, it could be *Dear Sir, Dear Sirs, Sir/Ma’am,*etc.

**Body of the Letter**

Paragraph 1: State the reason you are writing, for example, you are asking for something or sharing a piece of information.

Paragraph 2: Provide details about your request or the information you’re sharing.

Paragraph 3: If necessary, include additional information on the purpose of your letter.

**Subscription**

The subscription helps you end the letter in a polite and courteous manner. The subscriptions change according to the type of letter you are writing. It can be written as

*Yours faithfully, Yours lovingly, Yours sincerely, With love,*etc.

**Signature**

Depending on the relationship you may sign with your full name, or even you nickname.

Source : <https://byjus.com/english/letter-writing/#what-is-letter-writing>