

Letter Writing

Letters are different kinds as follows:

1. personal Letter
2. Official Letter
 - a. Normal official letter
 - b. Job Letter
3. Business Letter
 - a. Complain Letter
 - b. Request Letter
 - c. Invitation Letter
 - d. Order
 - e. Memo
4. Letter to the editor

Format of personal letter

Dhaka
Dated- -----

Dear X/ Sister/Brother/Uncle/Aunt/Mother/Father,
Best wishes to you-----

Your loving-----
Y

Note: For personal letter drawing envelop is a must.

Official Letter

10th September, 2011

The principal
Daffodil Institute of IT (DIIT)
Lake Circus, Kalabagan
Dhaka

Subject: Application for -----

Sir,

With due respect to state that-----

I, therefore, hope that you would be kind enough to-----
-----and oblige me thereby.

Sincerely Yours
X