

INFORMAL LETTER

(Write a letter to your friend congratulating him/her on his/her success in SBI – PO examination.)

A – 32, Sector 16,
Nehru Place,
Delhi – 400120

20 May 2015

Dear Shefali,

My happiness knew no bounds when I got to know that you have finally cracked SBI – PO, and achieved your dream of working in SBI. I felt so pleased that I wished I were there to congratulate you personally.

The result has proved that hard work, determination and perseverance brings good results. You were so much laborious and passionate about SBI that even facing failure last year you didn't give up and instead became more dogged about cracking it and finally you did it. My parents always give me example about your willpower. My parents were already confident that you would come out with flying colours this time and they were very much pleased to hear about your progress.

Please be encouraged and continue your hard work. Your future is very bright. My parents have sent you lots of love and hearty congratulations on your bright performance.

With lots of love and best wishes.

Yours lovingly,
Sarita Mishra

INFORMAL LETTER

Write a letter of condolence to your friend on death of her father.

26, Shalimar Apartments,
Civil lines,
Allahabad.

July 07, 2015

My dear Rita,

I am really shocked to know of your dear father's death in the prime of life. The news was conveyed to me by your cousin who happened to meet me at the bus stand. The news is actually shocking and heart rending. The pity is that your education is still not complete and the responsibility of looking after the family has fallen on you. Your elder sister is married but your younger brother is too young to look after himself. So you have dual responsibility at this stage of life. Apart from this there is also a financial aspect. It is always the case when the only earning member of the family passes away.

In my opinion you should take up a job only after graduation. There is one year left for completing your B.Com degree. Please don't give up study at this stage. For a brilliant student like you there should not be any problem to get a job. You can acquire higher education while earning. When I told this news to my father, he was moved and promised to do something for you after you have completed your study. Meanwhile, I am at your service and you can bank upon me for anything. I shall never disappoint you. I shall be rather glad to be of some help to you.

I will visit you next week and discuss the matter in detail. Kindly convey our heartfelt condolence to your mother & other members of the family. My father has asked me to convey his profound sense of loss on the death of your dear father. May his soul rest in eternal peace.

Sharing your grief

Yours lovingly,
Shruti.

INFORMAL LETTER

Write a letter to your friend inviting him to spend a few days with you at Shimla.

Karan Bhardwaj
119, Sanjauli,
Shimla.

June 10, 2015

Dear Mohit,

I am pleased to learn that you have fared well in your final exams. I will appreciate if you could spend few days with me. Two years have elapsed since we met last at the wedding of your sister. I have also just completed my examination and now I am free. There is no question of my leaving Shimla during summer for reasons obvious to you.

I would like to invite you to Shimla to spend few days with us. My mother would be very happy. Last year she was disappointed when you could not come because of the accident of your father. Please do plan a trip this time or else you might miss a chance to see Shimla with me as my father is likely to get transferred this winter to some other station.

I have already made plans to visit surrounding hill resorts with you. There are many places around Shimla which I have myself not visited and looking forward to visit those with you. Shimla is really a sprawling hill station full of tranquillity and peace.

Eagerly waiting for your favourable reply and please do not forget to bring some light woollen clothes.

Yours lovingly,
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Sharing your grief

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Shruti.

INFORMAL LETTER

Write a letter to your sister telling her how technology is helpful for banking sector and how it has brought about a change in the present day workings of banks.

Kruti Chauhan,
Miranda House,
East Patel Nagar
New Delhi.

29 May 2015.

Dear Suhani,

I hope this letter finds you in good health. How are your studies going? I hope you are through with your exams and still waiting for your results. What are your plans as far as your career is concerned? Let me suggest you few good avenues. One of them is the banking sector. This sector at present is offering tremendous opportunities to young generation and that with the latest advent in technology, the sector is gradually moving towards globalization.

Indian banking industry, today is in the midst of an IT revolution. A combination of regulatory and competitive reasons have led to increasing importance of total banking automation in the Indian Banking Industry. In view of this, technology has changed the contours of three major functions performed by banks, i.e., access to liquidity, transformation of assets and monitoring of risks. Further, Information technology and the communication networking systems have a crucial bearing on the efficiency of money, capital and foreign exchange markets.

I am wishing you all the best for your future endeavours and hope that my letter has served its purpose of motivating you.

Yours loving sister,
Kruti

FORMAL LETTER

Write a letter for the post of Financial Analyst in India Bulls Ltd.

Shruti Khanna
302, Triveni apartments,
Lajpat Nagar,
Delhi - 400800

June 08, 2015

The Manager,
India Bulls Ltd,
31/32 Cyber Tower,
Kamla Nagar,
Delhi - 400680

Subject – For the post of Financial Analyst

Sir,

In response to your advertisement in The Times Of India of June 05,2015 for the post of Financial analyst in your esteemed organization, I am hereby enclosing my resume for your favourable consideration.

The enclosed resume will brief you about my professional career upto now. I am also having 2 years of experience with Finedge Advisory Pvt Ltd as Financial Planning Manager in the field of mutual funds. I desire to change the place of my work for better future prospects.

Hope, you will find my qualifications suitable for the job I am applying for and look forward earnestly to hear from you.

Thanking you.

Yours faithfully,
Shruti Khanna

Enclosures:

1. Resume
2. Marksheet
3. Relieving letter from the previous employer.

FORMAL LETTER

Write a letter to the branch manager for activating internet facility on your account.

Shashank Dixit,
214, Shalimar Apartments,
Thakurganj,
Lucknow.

15th June 2015

Branch Manager,
Punjab National Bank,
Chowk,
Lucknow.

Sub: Application for activating internet banking facility on my account.

Sir,

This is to inform you that I have an account in your prestigious bank at your chowk branch in Lucknow. I would like to bring to your notice that I have always been a satisfied customer of your bank for past 20 years. I would like to make you a request to kindly activate net banking on my savings account no- 35452434 as it becoming a bit difficult for me to personally visit the branch for every transaction due to time constraint.

Please consider into the matter and do the needful as soon as possible.

Thanking you,

Yours truly,
Shashank Dixit.

FORMAL LETTER

Write a letter to the bank manager requesting him to allow you to pay your EMI of your housing loan a bit later.

Sandeep Malhotra,
32, Kamla Nagar,
New Delhi.

17th June 2015.

Branch Manager,
Central Bank of India,
37, Chandani Chowk,
New Delhi.

Sub: Late payment of EMI on housing loan.

Sir,

This is to inform you that I have taken housing loan from your esteemed bank on June 10, 2010 at the rate 12 percent per annum and since then I have duly been submitting the EMI. Till now I have repaid more than half the loan. But recently, due to acute financial crisis in our family as I am self employed and my business is going down I was unable to pay last month's EMI. I, therefore, request you to please grant me some time to arrange for the same.

I will be obliged if you could consider the matter and grant me some time to arrange for the same.

Thanking you,

Yours sincerely,
Sandeep Malhotra.

FORMAL LETTER
Letter for opening a new bank account.

36/24 Thakurganj
Lucknow- 226020

18 May, 2015

The Branch Manager
Bank of Baroda
Aminabad branch
Lucknow – 226014

Subject : Request for opening a new Savings Account.

Sir/Madam,

I would like to submit a request for opening a new savings bank account in your bank. My Name is Saira Tandon, belonging to Lucknow (UP). For the same I am hereby enclosing the relevant documents along with the filled account opening form for your favourable consideration.

I request you to kindly provide the savings bank account number, in the name of Saira Tandon in your branch. I hope that the process of opening an account in your branch would be quick and hassle free. Looking forward to your favourable reply.

Thanking You
Yours truly,
Saira Tandon (Manager)

Enclosures:

1. An application form duly filled.
2. Xerox copy of identification
3. Xerox copy of address proof
4. Recent Photographs

FORMAL LETTER

Write a letter to a high profile newspaper in your city explaining about the problem of street lights during the night while explaining its bad effects and its repercussions. Request the newspaper to publish an article related to it to bring the problem to the notice of authorities.

Shivam Kapoor,
Balaganj,
Lucknow

June 19, 2015.

The Times of India,
Gokhle Marg,
Lucknow.

Sub: Complaint against streetlights in our locality.

Sir,

I am a resident of balaganj, Lucknow and I would like to bring to the concerned authorities' notice the situation of streets in our locality. Our locality is drawn in darkness at night as there are no lights to take away the dangerous darkness and to provide safety to the citizens while crossing the road. The funny thing is that, though there are streetlight poles yet they haven't been switched on for past one year. Due to this, it remains dark entire night providing criminals a free hand to commit crime without any difficulty. Moreover the chances of road accidents have also been increased.

We, the poor citizens just want the concerned authorities to pay heed to our request, take this matter seriously and get the streetlights fixed as soon as possible.

Thank you,

Yours truly,
Shivam Kapoor.

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Yours truly,
Shivam Kapoor.

FORMAL LETTER
(A letter to the Editor about water shortage.)

22, Napier Colony,
Jopling Road.
Bhopal - 301090

22 May, 2015

The Editor,
The Hindustan Times,
Bhopal -312080

Subject – water shortage

Sir,

Through the columns of your esteemed newspaper, I the resident of Napier colony on behalf of my colony members, wish to draw the attention of the concerned authorities to the severe water shortage problems that we have been experiencing for past many days.

We get water supply for just 1 hr in 24 hrs and amount of water barely comes to 80 litres a day. As summer has set in it is really difficult for us to manage with this miserably low quantity of water. The civics authorities often send tankers but the relief is only temporary. The supply of water by tankers is also inadequate and at times the residents had to resort the capturing of the tankers forcibly. Such a situation has led to violence many a time and quite often police have to be summoned to quell the riotous situation. This has also led to animosity among the residents of the society.

The residents of the area have been clamouring for some permanent solution. Summer or winter, the problem is always there, though in summer it gets more acute. In view of the foregoing we would urge the administration to offer proper infrastructural planning and take the remedial steps necessary to solve the problem.

Thanking you,

Yours truly,
Ajeet Singh

FORMAL LETTER

Letter to the branch manager for increasing the number of ATMs in the city.

Kavita Kumar,
HR Manager,
Infosys,
Kanpur- 310980

27 May, 2014.

Canara Bank,
Koregaon park,
Kanpur- 341090

Sub: Request to increase number of ATMs in the locality.

Sir,

This letter is being addressed to you in concern to the issue of dispensing money from your bank ATMs in various areas in the city. I would like to bring to your kind notice that I as a customer of your esteemed bank is satisfied and pleased with the services that your bank offers. But at times I face troubles while dispensing cash from the ATMs of your bank as there is a shortage of machines in the city. The ATMs of your bank are located widespread and usually people find difficulty in locating one in closer proximity.

I would thereby, like to request you to please look into the matter and increase the number of ATMs in our city to avoid such troubles in future.

Thanking you,

Yours sincerely,
Kavita Kumar