

Letter Writing Format Class 9 CBSE

Formal Letter Format:

Sender's Address:

[Your Address]

[City, State, ZIP Code]

[Date]

Recipient's Address:

[Recipient's Address]

[City, State, ZIP Code]

Salutation: Dear [Recipient's Name],

Body of the Letter:

- Introduction: State the purpose of your letter concisely.
- Body: Elaborate on the subject matter with relevant details and information.
- Conclusion: Summarize the main points and provide any necessary follow-up action.

Closing: Yours sincerely,

[Your Name]

Informal Letter Format:

Sender's Address:

[Your Address]

[City, State, ZIP Code]

[Date]

Recipient's Address:

[Recipient's Address]

[City, State, ZIP Code]

Salutation: Dear [Friend's Name],

Body of the Letter:

- Greeting: Inquire about your friend's well-being and initiate the conversation.
- Main Content: Share your thoughts, experiences, or any relevant information.
- Conclusion: Wrap up the letter with a closing remark or express anticipation for a response.

Closing: Your friend,

[Your Name]