

## LESSON NOTE ON ENGLISH LANGUAGE WEEK 5

**SUBJECT:** English Language  
**TOPIC:** Writing: Formal letter and sample of a formal letter.  
**CLASS:** JS1  
**WEEK:** 5

### **INTRODUCTION**

#### LETTER WRITING

Letter writing is the art of communicating by writing one's requests, feelings, ideas, opinions and so on to someone as if the person were physically present.

#### TYPES OF LETTER

There are three major types of letters:

1. Formal letter
2. Informal letter
3. Semi-formal letter

#### ▪ FORMAL LETTER:

They are letters we write to people in their official positions. Another name for the formal letter is official letters. A formal is an official or business letter. It is the type of letter written to the person's office and not the person holding the office.

Formal letters can be in the form of applications for admission or employment requests, official queries and replies to them, letters by students to the head of their schools, letters to local government chairman, letters to commissioner or minister of Education, etc.

#### FEATURES OF A FORMAL LETTER

- Writer's Address: This should be written at the top right corner of the page
- Date: this should be written immediately after the writer's address, at the top right corner of the page.
- Receiver's Address: This is written on the line following the date on the left-hand side of the page
- Salutation: This is the greeting which comes after the receiver's address.

Dear Sir,

Dear Madam,

- Heading or Topic or Title: This comes directly after the salutation but not on the same line.

- Body of the letter: Here, go straight to what the question says you should do. There is no room for exchange of pleasantries or personal matters.
- Subscript (complimentary close)

Yours faithfully,

(Signature)

Chioma Aloziem. (name and surname of the writer)

#### SAMPLE OF A WELL WRITTEN FORMAL LETTER

35b Woke Street,  
GRA Phase III,  
Port Harcourt,  
Rivers State.  
22nd May, 2023.

The Chairman,  
National Sports Commission,  
National Stadium,  
Lagos State.

Dear Sir,

#### IMPROVEMENT IN ATHLETICS IN NIGERIA

Many Nigerian children and young people are interested in athletics. Some in the recent past have made a name for themselves and the nation through athletics. Our dear Chioma Ajunwa, who got the first gold Olympic medal for our country in 1996, is one of such people.

However, it has been observed that in recent times, very little has been done to encourage the youths to take keen interest in athletics. I would like to suggest the following measures that could contribute to the improvement in athletics in the country.

First, children in nursery, primary and secondary schools should be encouraged to engage in athletics. The Sports Commission should try to 'catch them young' by making provision for practice and competitions in all schools.

The Sports Commission should help the schools by providing equipment that will encourage students and pupils to take part in athletics. Also the Chairman should encourage private school owners and to provide a sporting environment for schools. Mini stadia can be built in neighbourhoods so that heads of schools can train their students there. Sports officials should start training children from the age of five or six in neighbourhood stadia. At this stage, their various talents can be identified. This type of training can be done at the local, state and federal levels.

Finally, the Government should reward those who engage in athletic competitions at all levels. This will make them do better and motivate others to show interest. Athletes can be encouraged through scholarship awards, cash rewards or other gifts.

I believe that the above suggestions, if put into practice, will help to improve athletics in Nigeria.

Yours faithfully,

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Blessing Amadi

## SAMPLE 2

FAMVAR International Secondary School,  
35b Woke Street,  
GRA Phase III,  
Port Harcourt,  
Rivers State.  
22nd May, 2023.

The Principal,  
FAMVAR International  
Secondary School,  
35b Woke Street,  
GRA Phase III,  
Port Harcourt.

Dear Sir,

### Permission to be Absent from School

I wish to request permission to be absent from school for seven days starting from Monday 9th May to Friday 20th May, 2023.

The doctor's diagnosis last month was that I am suffering from appendicitis and will need an operation as soon as possible. The operation will be carried out on 10th May, 2023 but the doctor said that I would need to stay for at least eight days after the operation for observation. I promise to come back on the due date.

Thank you for your expected response.

Yours faithfully,

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HOMEWORK

Write a letter to your principal asking for permission to be absent from school for a week.