FORMAT OF FORMAL LETTER

Sender's address (Name & Address)			
Date:			
Receiver's Address	(To,	OR	To,
	The Principal		The Editor,
	SNBP School, Chikh	nali	The Hindu/ Times of India
G 1			
Sub:			
Salutation (Respected Sir/ma'am)			
Suldution (Respected Shifma ann)			
Body of the letter			
	_ : :: ; : : : :		
Complementary Closure (Yours faithfully /Sincerely yours)			
Your name			