



# PUBLIC SCHOOL DARBHANGA

SUBJECT- ENGLISH  
CLASS VI

## LAY OUT OF A FORMAL LETTER

(SENDER'S ADDRESS 3-4 LINES)

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(SPACE)

DATE

(SPACE)

(RECEIVER'S ADDRESS 3-4 LINES)

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(SPACE)

SALUTATION ( Dear Sir/ Ma'am/ Mr. \_\_\_\_\_ )

(SPACE)

CONTENT

( TO BE DIVIDED INTO 3-4 PARAGRAPHS)

1. INTRODUCTORY
- 2 & 3 CONTENT
- 4 CLOSING

(SPACE)

SUBSCRIPTION ( Yours sincerely/ truly)

Name

Designation