Letter Writing

Objectives:

At the end of this lesson you will be able to:

- explain the classification of Letters.
- identify the parts of a Letter.
- find out the rules of letter writing.
- develop the skill of writing business letters.
- gain experience of writing job-application.

Letter may be divided into the following classes:

- Private letters and telegrams
- Social letters
- Business letters
- Official & Demi-official letters
- Letters in response to the advertisements
- Circular letter or Notice & Draft

Parts of Letter (চিঠির বিভিন্ন অংশ)


অন্যদিকে, Informal Letter-এ Subject ব্যতীত অন্য অংশগুলো থাকে এবং অতিরিক্ত Superscription অংশ থাকে।
1. The Heading (শিরোনাম) । এ অংশে পত্র লেখকের পূর্ণ ঠিকানা ও তারিখ, চিঠির একেবারে ডান দিকে উপরিভাগে লিখতে হয়।

2. Salutation (সম্প্রসারণ বা সম্প্রসারণ) । এই অংশে যার কাছে পত্র লেখা হচ্ছে তাকে সম্প্রসারন করে লিখা হয়। এটি পত্রের বাম দিকে Heading যত্থানি উপরে থাকে তা হতে একটি নিচে এক লাইনে লিখিতে হয়। এর প্রথম অংশটি এবং তার শব্দগুলি হলো তৃতীয় শরের প্রথম অংশ Bangla Capital Letter হবে এবং সর্বশেষে একটি Comma (,) সবে। পত্রপেছনে ও পাঠকের সম্পর্কের বিভিন্নতা হেতু Salutation ও বিভিন্ন রূপ হয়ে থাকে।

(i) তোমার জন্ম নিকট- My dear Father, My dear Mother, My dear Brother.

(ii) তোমার বড়ো ভাইরের নিকট- My dear Karim, My dear Mr. Chowdhury ইত্যাদি।

(iii) তোমার বড়ো ভাইরের নিকট- Dear Mr. Karim, Dear Haque, Dear Rina ইত্যাদি।

(iv) অপরিচিত ব্যক্তির নিকট- Sir, Madam ইত্যাদি।

(v) একেবারে ভারসায়ার নিকট- Sir, Dear Str, Gentlemen, Dear Sirs ইত্যাদি।

(vi) একেবারে ভারসায়ার নিকট- Sir, Dear Str, Gentlemen, Dear Sirs ইত্যাদি।

3. (চিঠির মূল বিষয়) । পত্রের এ অংশে সংক্ষেপে (সম্ভবত হলো ১ লাইনে) চিঠির মূল বিষয় বা যে প্রসঙ্গে লেখা হয়েছে তা উল্লেখ করতে হয়। এটি সাধারণ অংশের নিচে বর্তমান মার্গলে লিখিতে হয়। তবে অনেকে একটি ডানে সরিয়ে লিখতে থাকেন।

4. The Body of the Letter (চিঠির মূল অংশ) । চিঠির এই অংশে লেখকের বন্ধন বিষয় থাকে। কারণ এই অংশ সরল যেমন হয় না। এক বা একাধিক বিবরণ (points) অনুসারে বন্ধন বিষয় এক বা একাধিক Paragraph-এ লিখিতে হয়। সম্ভাব্য একটি নিচে ডানপাশে সরিয়ে Capital Letter বাবহার করে এই অংশের প্রথম লাইনটি আরও করতে হয়।

5. The Subscription (অনুরোধ বিভাগ বিশিষ্ট সূক্ষ্ম) । মূল চিঠি শেষ হলে বন্ধনের শেষ লাইনের ঠিক নিচে ডানপাশে লেখকের মাধ্যমের ঠিক উপরে আলাদা লাইনে এটি লিখিতে হয়। এর শেষে একটি Comma সবাতে হবে। পত্র লেখক ও পাঠকের মধ্যকার সম্পর্কের বিভিন্নতা অনুসারে Subscription বিভিন্ন প্রকার হতে পারে।

(i) তোমার জন্ম বা বড়ো ভাইরের নিকট- Your affectionate or loving (father, mother, son, daughter, friend etc.)

(ii) তোমার বড়ো ভাইরের নিকট- Your sincerely or sincerely yours, Ever yours or yours ever ইত্যাদি।
Letter Writing

6. The Signature of the Writer

(iii) अपरिचित वा सामान्य परिचित बाजिने दिकट- Yours truly or Truly yours. Yours faithfully or Faithfully yours ইত্যাদি।

(iv) দরখাস্তু, আবেদন পত্র ইত্যাদিতে- Yours obediently. Yours faithfully.

(v) শিক্ষকের নিকট- I remain, Sir,
Your most obedient pupil.

6. The Signature of the Writer

Subscription-এর নিচে একটি ভাবনাতে লেখকের Signature বা দস্তখত করতে হবে। আত্মীয়-বন্ধু ও যফিন্ট বন্ধু-বন্ধিন্দের নিকট
পত্রের ডাক নাম, বা Nick-name ব্যবহার করা উচিত। অন্যান্যের সম্পূর্ণ নাম লিখতে হবে। আরো দেখুন রীতিতে Personal Letter-এ signature-এর পর সাধারণত Full-stop দেওয়া হয়। কিন্তু Formal ও
Official Letters-এ একমাত্র হাতেই Full stop দেওয়া হয়।

7. Superscription

(i) ইনগ্রামের ঠিকানা- এই অংশে প্রাপকের সম্পূর্ণ নাম, উপাধি এবং ঠিকানা লিখতে
হয়। মুসলমানের নামের পূর্বে Moulvi, Janab এবং হিন্দুদের নামের পূর্বে Babu, Sri, Srijukta বা
অর্থনৈতিকে উভয়কে ম্যারি লিখতে হয় কিন্তু এ সম্পদের পরিবর্তে নামের শেষে Esqr. লেখা যায় কিন্তু অথবা এবং পরে এই দুই প্রকার সমানজনক শব্দ একসঙ্গে ব্যবহার করা চলে না অথবা আগে Moulvi বা Mr. এবং
পরে Esq. T; Moulvi Tofazzal Ali, M. A ; L.L.B; Prof Badaruddin Omar, M.A. ইত্যাদি।

ii) Personal name or surname-এর সময়ে গঠিত কোন Business
Firm-এর নামের পূর্বে Messrs ব্যবহার করা হয়। যেমন- Messrs Khan, Chowdhury and Co.
Firm-এর নাম নৈতিক (impersonal) হলে Messrs বসবে না। যেমন- Blue Printers Ltd.

Note : চিঠির কাপড়ের বাম দিকে অন্তত এক ইঞ্চি পরিমাণ Margin থাকা প্রয়োজন।

1. Write a letter to your friend congratulating him on his success in the Final Examination.

10, Dakshin Khan,
Uttara,

My dear Saju,

I have just heard of your result of the Final Examination. I convey my heartiest congratulations on your brilliant success. To secure A+ in five subjects is not a matter of joke. All your friends and relatives must be proud that you have won such distinction. We are specially happy that you performed so well, even though, you had fallen ill just before the examination.

I am sure, this result will encourage you to do better in your higher studies. If you come out successfully of the admission, I hope, you will choose either Science or Engineering course. If it is Computer Science, you should prefer BUET.

I think, you are being flooded with letters from your friends and relatives. I wish you a still more glorious future.

Yours ever,
Arif
2. **Write a letter to a friend inviting him to spend the summer vacation with you.**

   Rajshahi
   1.2.07

   My dear Tareq,

   Many thanks for your sweet letter.

   I came to know that your college will be closed for the summer vacation from the 20th May. I would like to give you a proposal for spending the vacation with us at Rajshahi. After a long confinement in the city you will feel happy in the country-side. The rural environment will refresh your mind and restore your energy. The Padma and the mango grove are special attractions. Besides, my parents will be very glad to have you with us. Please do come.

   Your loving friend,
   Ahmad

3. **Write a letter to your friend inviting him to join the birthday party.**

   Dhaka
   1st January, 2007

   My dear Arif,

   You will be glad to learn that my fourteenth birthday comes off on the 10th instant. All our near and dear ones are expected to join the celebration. Mother asks me to invite you to come and dine with us that evening. There will be a lot of fun and merry-making on that day.

   So be sure to come. With love to you.

   Your loving friend
   Anis

4. **Write a letter to your father inquiring about his health.**

   Satkhira
   The 10th July, 2006

   My dear Father,

   It is a long time since I received your letter. So we are very anxious at home. When you left home for your place of work, you were a bit unwell. How are you at present? We are waiting for your letter. Hope, you will kindly let us know the present condition of your health.

   We request you to come home in the next month. I shall be glad to have you in our midst.

   Hope, this will find you hale and hearty.

   Yours lovingly,
   Awal.

5. **Write a letter to your friend for the loan of a book.**

   Pabna
   August 5, 2006

   My dear Asad,

   I am sorry to write to you that I lost my book of Grammar, Translation and Composition, last week. I have learnt that you have two copies of the same book. So I am requesting you to lend me a copy of yours for a fortnight. I shall receive money from my elder brother within fifteen days. Then I shall buy a new copy and return your one without fail. Hope, you will not mind.

   Thanking you,

   Yours ever,
6. **Write a letter to your friend about a visit to a place of interest.**

Dhaka  
July 18, 2006

My dear Mazid,
You will be surprised to hear that during the last short holiday, I along with some friends went to the Dhakeswari Cotton Mills at Narayanganj by train. It was a wonderful new experience to me to see hundreds of people working there. It was really interesting to me to find raw cotton being made into fine thread and then into the fine cloth. It would have been more interesting if you were with us.

Yours sincerely
Khaled.

7. **Write a letter to your friend inviting him to the marriage ceremony of your sister.**

Muktagacha, Mymensingh  
Dated : 20.07.06

My dear Abul,
You will be glad to know that my elder sister's marriage ceremony will be held on the 30th March at our village home. The bridal party will reach here at 12-30 p.m. All of our relatives and friends will attend the ceremony and join the party. You will also come to our house on that day earlier and if you join us I shall be very much glad and so my parents.

With best love to you.

Yours ever,
Kamrul.

8. **Write a letter to your friend inviting him/her to join the picnic.**

Dhanmondi, Dhaka  
Dated : 16.01.06

My dear X,
You will be glad to know that we have arranged a picnic which is going to take place on the 31st of this month. The place we have chosen that Kotbari Comilla is undoubtedly a very beautiful and renowned historical place. We also have hired a 40 seated luxurious coach which will carry us there.

You are also cordially invited to join us to attend the picnic. I request you to come to our house on that day at 7.30 a.m. Really we shall be very glad to have you in our midst.

Sincerely yours.
Y.
BUSINESS LETTERS


Comilla Zilla School
The 15th January, 2006

To
The Manager,

........................
........................

Dear Sir,

May I request you to be so good as to send me per book post a catalogue of your library books at your earliest convenience.

Yours faithfully.

Dated : Comilla
the 15th January............

Sk. Abdur Rahaman
BBS 1st year

10. Write a letter to the manager of a publication requesting him to send you some books.

To
St. Paul High School, Satkhira
The Manager
The 1st February, 2007

........................
........................

Dear Sir,

I shall be highly obliged if you kindly send me the following books per V.P.P. at your earliest convenience.

List of books :
1.
2.
3.

Yours faithfully.

Shafiqul Bari
BBS 1st year

11. Write a letter to a sports goods selling firm ordering some sports goods.

To
Chandana High School, Gazipur
The Manager,
Shialkote Sports
1 no. stadium market,
Dhaka-1000

Dated : 10.01.06
Dear Sir,

I shall be much obliged and glad if you kindly send me the following sports goods per railway parcel at your earliest convenience.

**List of goods:**

1. Two footballs
2. Two football pumpers.
3. One pair of gloves.
4. Two cricket bats
5. Three stumps

Thanking you. 

Yours faithfully,  
Azmol Hossain  
Chandana, Gazipur.

12. **Write an application to the Circulation Manager for subscribing newspaper.**

To  
The Circulation Manager,  
The Daily Janakantha,  
Dhaka.

**Subject : Prayer for enlisting as yearly subscriber.**

Dear Sir,  
I, the undersigned, wish to be a yearly subscriber of your esteemed "Daily Janakantha" with effect from the 1st May 2007. I am also remitting here with Tk. 2000 (Two thousand) only by M. O. for its subscription. I shall be highly obliged if you kindly enlist me as a yearly subscriber. 

Faithfully yours,  
Dated : Goripur  
25th April.........  
Atiqur Rahman  
Goripur, Comilla.

13. **Write a letter to a book-seller at Dhaka to send per V.P.P. some books which are not available at the local market.**

To  
The Manager  
..................... Library, Dhaka

Dear Sir,  
I shall be highly obliged if you kindly send me per V.P.P. at your earliest convenience the following books which are not available in the local market. 

Yours faithfully,  
Abul Mazid,  
Bagerhat College, Bagerhat.

**List of books :**

1. .................
2. .................
14. Write a letter to the publisher for cancelling an order.

To
M/s. Mullick Brothers & Co.
Banglabazar, Dhaka-1000.

Azad store
Dakhin Khan
The 18th April, 2006

Dear Sir,
I beg to draw your attention to my order dated 12-2-06 and to say that this delay on your part in executing the same has caused me great inconvenience and some loss too. Will you be so good as to let me know if the goods ordered have already been despatched. If they do not reach me within three days, you are requested to cancel my order.

Yours faithfully,
T. Chowdhury
Manager, Azad Store.

15. Write a letter complaining about a damaged and a defective books.

To
The Manager,
Globe Library,
18 Bangla Bazar
Dhaka.

Azad store, Dhaka
The 26th May, 2006

Dear Sir,
I regret very much to inform you that of the books sent by you in execution of my order dated March 20, 2006. T. Chowdhury’s Biology is in a damaged condition and Nazrul’s Grammar is wanting in 20 pages (pp. 100-110). These are, therefore, returned to you in a registered cover.

May, I request you to replace them at your earliest convenience.

Yours faithfully,
T. Ahmed.

16. Write a letter to the Manager / Branch Manager of a Bank for a Bank draft.

Ashkona
Dhaka-1230.

To
The Branch Manager,
Janata Bank
Dakshin Khan.
Dear Sir,
I shall be highly obliged if you supply me with a Bank draft of Tk. 2000/- (Taka two thousand only) in favour of Globe Library.
Please debit the amount to my current account.
Thanking you,

Yours faithfully
T.Chowdhury

17. Write an application to the authorities concerned for the post of a clerk.

15 December, 2006
The Manager
Lecture Guide House
38 Banglabazar, Dhaka.

Subject: An application for the post of a clerk.

Sir,
In response to your advertisement in the "Daily Jugantar" on 12th December, 2006, I have come to know that a clerk is going to be appointed in your office. I beg to apply for the post. My necessary particulars have been given below for your kind consideration.

Name: Md. Nazrul Islam.
Father's Name: Md. Insan Ali
Present Address: Vill- Chinishpur, P.O. Narsingdi College, Dist. Narsingdi
Permanent Address: Vill-Chinishpur, P.O. Narsingdi College, Dist. Narsingdi
Educational qualifications:
(i) 1997, Dhaka Board; SSC (Second Division)
(ii) 1999, Dhaka Board; HSC Second division.
Nationality: Bangladeshi
Religion: Islam
Date of Birth: 4th July, 1981

May, I therefore, pray and hope that you would be kind enough to consider my case and appoint me in the post prayed for and oblige thereby.
Yours faithfully,
Md. Nurul Hoque.