

BISHOP'S SENIOR SCHOOL, MUKONO
FUNCTIONAL WRITING
HOLIDAY WORK
S.3 REVISION

LETTERS: TYPES OF LETTERS

(A) INFORMAL LETTERS

Letters written to friends and relatives

Format:

1. Senders Address
2. Date
3. Salutation
4. Body
 - Introduction i.e. greetings
 - Middle Paragraphs/main part of the letter/ what letter is about
 - Conclusion i.e. say goodbye/best wishes/ regards
5. Complimentary close
6. Name

Mazzi Secondary School,
P. O .Box 692,
Wakiso.

22 nd March, 2020

Dear John,

Par.1 (Introduction)

.....

.....

.....

Par.2

.....

.....

.....

Par. 3

.....

Par 4 (concluding paragraph)

.....

Yours,
....., (Name in small letters)

(B) FORMAL LETTERS

Written to officials/institutions

Format:

1. Senders address
2. Date
3. Receiver's address
4. Salutation
5. Re...
6. Body
 - Introduction
 - Middle paragraphs
 - Conclusion
7. Complimentary close
8. Signature
9. Name in capital letters
10. Designation

Types of Formal letters

1. Application letter
2. Resignation Letter
3. Letter of Complaint
4. Apology Letter
5. Letters asking for information
6. Letters to Newspapers/ the Editor
7. Congratulation letters
8. Thank you Letter
9. Condolence Letter
10. Invitation letter

(1) Application letter

Mugezi Secondary School,
P. O .Box 692,
Wakiso.

22 nd March, 2020

The Human Resource Manager,
Mazzi Enterprise Limited,
P. O. Box, 692,
Wakiso

Dear Sir,

Re: Post of Accountant

Par.1 Introduction
.....
.....
.....
Par.2
.....
.....
.....
Par. 3
.....
Par 4 (concluding paragraph
.....

Yours faithfully,
....., (Signature)
....., (Name in capital letters)
..... (Designation/office)

(2) Resignation Letter

Mazzi Enterprise Limited,
P. O .Box 692,
Wakiso.

22 nd March, 2020

The General Manager,
Mazzi Enterprise Limited,

Dear Sir,

Re: Resignation

Par.1 Introduction
.....

.....

 Par.2

 Par. 3

 Par 4 (concluding paragraph

Yours faithfully,
, (Signature)
, (Name in capital letters)
 (Designation/office)

(3) Letter of Complaint

Mugezi Secondary School,
 P. O .Box 692,
 Wakiso.

22 nd March, 2020

The Manager,
 Mazzi Maize Millers Limited,
 P. O. Box, 692,
 Wakiso

Dear Sir,
 Re: Poor Quality Maize Flour

Par.1 Introduction

 Par.2

 Par. 3

 Par 4 (concluding paragraph

Yours faithfully,
, (Signature)
, (Name in capital letters)
 (Designation/office)

(4) Apology Letter

Mazzi Maize Millers Limited,
P. O .Box 692,
Wakiso.
22 nd March, 2020

The Head teacher
Mugezi Secondary School,
P. O .Box 60,
Wakiso.

Dear Sir,

Re: Apology for Delivery of Poor Quality Maize Flour

Par.1 Introduction
.....
.....
.....
Par.2
.....
.....
.....
Par. 3
.....
Par 4 (concluding paragraph)
.....

Yours faithfully,
....., (Signature)
....., (Name in capital letters)
..... (Designation/office)

(5) Letters asking for information

Mugezi Secondary School,
P. O .Box 692,
Wakiso.
22 nd March, 2020

The Principle
Lugogo Vocational Institute,
P. O .Box 60,
Kampala.

Dear Sir,

Re: Vocational Courses

Par.1 Introduction

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.....

.....

Par.2

.....

.....

.....

Par. 3

.....

Par 4 (concluding paragraph

.....

Yours faithfully,
, (Signature)
, (Name in capital letters)
 (Designation/office)

(6) Letters to Newspapers/ the Editor

Mugezi Secondary School,
 P. O .Box 692,
 Wakiso.
 22 nd March, 2020

The Editor
 The New Vision,
 P. O .Box 60,
 Kampala.

Dear Sir,

Par.1 Introduction

.....

.....

.....

Par.2

.....

.....

.....

Par. 3

.....

Par 4 (concluding paragraph

.....

Yours faithfully,
, (Signature)
, (Name in capital letters)

(7) Congratulation letters (Depending on question, it can take an informal or formal letter format.

The purpose is to congratulate a person or institution for an achievement)

Body

1. State good news in the first two lines
2. Give congratulatory remarks
3. Write closing remarks
4. Sign letter
 - Informal – complimentary close/name in small letters

Informal: Write a letter to your best friend congratulating for scoring a super 1st grade in UCE

Informal Letter Format

1. Sender's address
2. Date
3. Salutation
4. Body
 - Introduction
 - Middle paragraphs
 - conclusion
5. Complimentary close (Yours Sincerely)
6. Name in small letters

Format 1

Mazzi Secondary School,
P. O .Box 231,
Kampala.
12th June, 2015.

Dear Tom,

Par, 1 (introduction).....
.....
Par 2.....
.....
Par 3.....
.....
Par 4.....
.....
Par 5 (conclusion).....
.....

Your best friend,
Jasmin.

Formal - Question 1: You are the District Education Officer. Write a letter to the Head teacher of one of

the Schools congratulating the School for good performance in UCE Examinations

Body

1. State good news in the first two lines
2. Give congratulatory remarks
3. Write closing remarks
4. Sign letter
 - Formal– complimentary close/signature/name in capital Letters / designation

Formal Letter Format

1. Sender's address
2. Date
3. Receiver's address
4. Salutation
5. Reference (Re:...)
 - If to individual officer – No Re:
 - If to institution – give Re:
6. Complimentary close (Yours Sincerely)
7. Signature
8. Name in capital letters
9. designation

Format 1

Mukono Municipal Council,
P. O .Box 231,
Mukono.
12th February, 2020.

The Head teacher,
Mazzi Secondary School,
P.O. Box 666,
Mukono.
Dear Sir,

Re: Congratulations

Par, 1 (introduction).....
.....
Par 2.....
.....
Par 3.....
.....
Par 4 (conclusion).....
.....

Yours Sincerely,
Signature
NAME
(Designation).

Formal - Question 2: You are the District Inspector of School in your District. Write a letter to Mr Mazzi Musiiru congratulating him for an award for being the best teacher in the District

Format 2

Education Department,
P. O .Box 231,
Mukono.
12th February, 2020.

Mazzi Musiiru,
P.O. Box 666,
Mukono.

Dear Mr Mazzi,

Par, 1 (introduction).....
.....
Par 2.....
.....
Par 3.....
.....
Par 4.....
.....
Par 5 (conclusion).....
.....

Yours Sincerely,
Signature
NAME
(Designation).

(8) **Thank you Letter** (Depending on question, it can take an informal or formal letter format. The purpose is to express appreciation to another person for a good act)

Informal: Write a letter to your best friend thanking him for sparing time to attend your birthday party

Format

1. Sender's address
2. Date
3. Salutation

4. Body (introduction/middle paragraph/conclusion)
5. Complimentary close (Yours Sincerely)
6. Name in small letters

Mazzi Secondary School,
P. O .Box 231,
Kampala.
12th June, 2015.

Dear Tom,

Par, 1 (introduction).....
.....
Par 2.....
.....
Par 3.....
.....
Par 4.....
.....
Par 5 (conclusion).....
.....

Your best friend,
Jasmin.

Formal: Write a letter to the games master of a neighbouring school thanking him for inviting your school team for a friendly football match

Format

1. Sender's address
2. Date
3. Receiver's address
4. Salutation
5. Reference (Re:...)
6. Complimentary close (Yours Sincerely)
7. Signature
8. Name in capital letters
9. designation

Mukono Secondary School,
P. O .Box 231,
Mukono.
12th February, 2020.

The Games Master,
Mazzi Secondary School,
P.O. Box 666,
Wakiso.
Dear Sir,

Re: THANK YOU

Par, 1 (introduction).....

Par 2.....

Par 3.....

Par 4 (conclusion).....

Yours Sincerely,
Signature
NAME
(Designation).

(9) Condolence Letter

- Express sorrow in 1st line, mention who passed away and relationship with the one you are writing to.
- Talk about the deceased and the positive things he used to do
- Offer sympathy and letter the grievied know they can rely on you for whatever help you can offer

Informal: Write a letter to your best friend consoling him upon the death of his father

Mazzi Secondary School,
P. O .Box 231,
Kampala.
12th June, 2015.

Dear Tom,

Par, 1 (introduction).....

Par 2.....

Par 3.....

Par 4.....

Par 5 (conclusion).....

Your best friend,
Jasmin.

Formal: Write a letter to the games master of a neighbouring school consoling him upon the death of his player during friendly football match played at your school

Mukono Municipal Council,
P. O .Box 231,
Mukono.
12th February, 2020.

The Games Master,
Mazzi Secondary School,
P.O. Box 666,
Mukono.
Dear Sir,

Re: Condolence

Par, 1 (introduction).....
.....
Par 2.....
.....
Par 3.....
.....
Par 4 (conclusion).....
.....

Yours Sincerely,
Signature
NAME
(Designation).

(10). Invitation Letter

(Depending on question, it can take an informal or formal letter format. The individual/person graces the occasion as guest of honour or as ordinary guest)

Informal Letter: Write a letter to your best friend inviting him/her to tour birthday party

Informal letter format: If the letter is meant for a person with whom you have a friendly relationship, the invitation uses the Informal letter format

Format: Informal letter format

Content: The Occasion i.e. At the Re: and Introductory Paragraph

Date and time the event will commence

The place where event will be held

Language: Courteous and sincere

Format 1

Mazzi Secondary School,
P. O .Box 231,
Kampala.
22nd March, 2015.

Dear Mr Sanyu

Re: Invitation to my Birthday Party

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

Yours Sincerely,
Signature
NAME

Format 2

Mazzi Secondary School,
P. O .Box 231,
Kampala.
22nd March, 2015.

Dear Mr Sanyu

Re: Invitation to Prefects Handover Party

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

Yours Sincerely,
Signature
NAME
(Designation)

Format 3

Mazzi Secondary School,
P. O .Box 231,
Kampala.
12th June, 2015.

Dear Tom,

Par, 1 (introduction).....
.....
.....
Par 2.....
.....
.....
Par 3.....
.....
.....
Par 4.....
.....
.....
Par 5 (conclusion).....
.....

Your fiancé,
Jasmin.

Formal Letter: Formal letter format: If the letter is meant for an Institution or an Official, the invitation can use the Formal letter format

Question: Write a letter to the games master of a neighbouring school inviting their Literature Students for a seminar

Format:

- Sender's address and date
- Receiver's address
- Salutation
- Re:
- Complimentary close/signature/name in capital letters/designation

Content:

The Occasion i.e.

- At the Re: and Introductory Paragraph
- Date and time the event will commence
- The place where event will be held

Language:

Courteous and sincere

Format 1

Mazzi Secondary School,
P. O .Box 231,

