

## Annexure 1 – Letter Writing Format

Any formal letter writing template to be followed.

[Your Grade]  
[Group Number]  
[School Name]  
[School Address]

[Current date]

[Recipient name]  
[Recipient designation, Department, Address]

[Sub: Write the purpose of the letter in one brief sentence]

Dear [Sir/Madam],

[In first paragraph, introduce your group and explain why you have written it in two to three sentences.]

[Use all appropriate details to explain the matter or topic further in the second paragraph.]

[Conclude your letter in the last paragraph. You can thank them for their time reading this and can suggest any necessary follow-up steps.]

[Closing sign off – Yours Truly or Your sincerely],  
[Group members name]  
[Group members Signature]

Enclosure: [the supporting document you have enclosed]