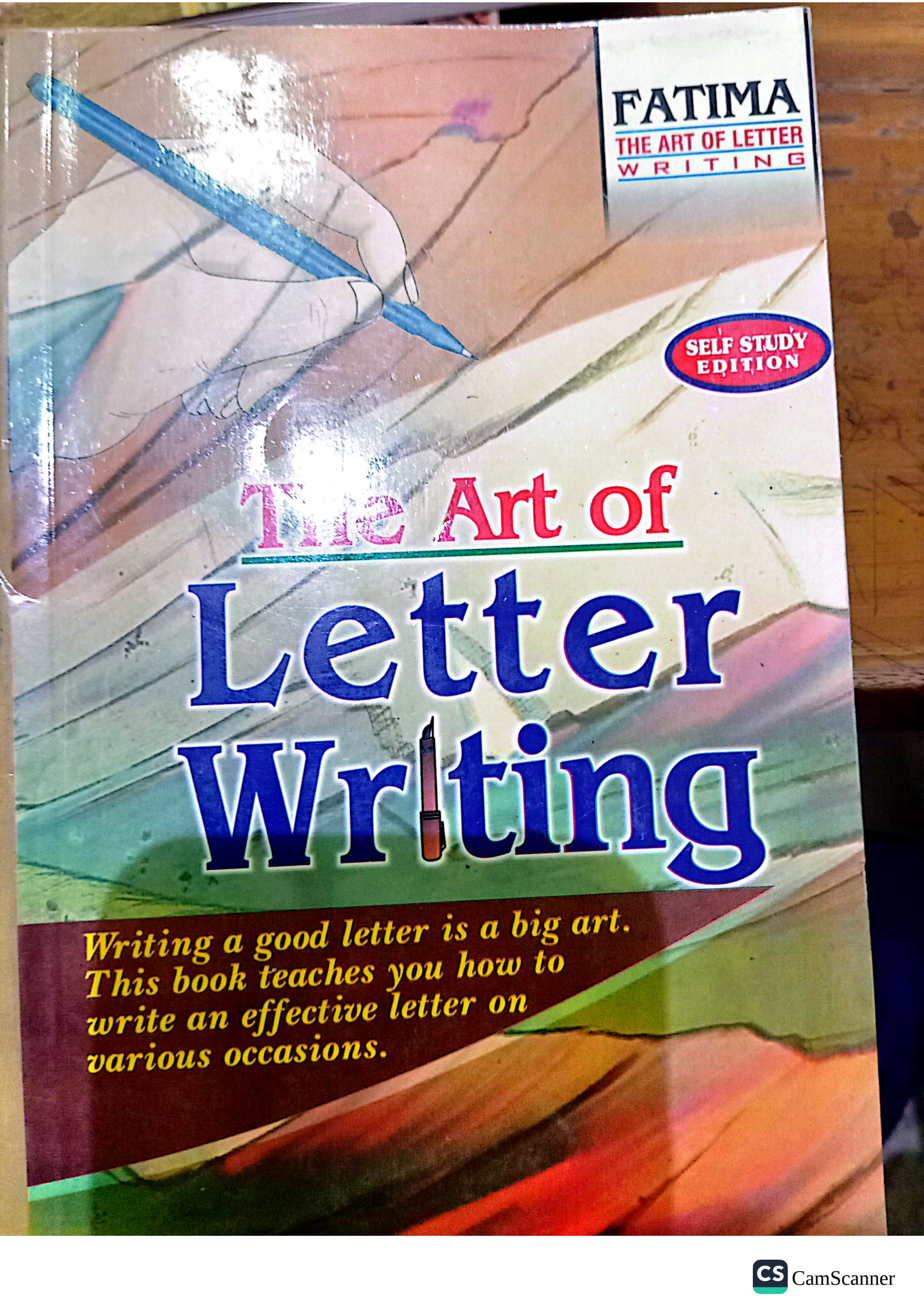




FATIMA
THE ART OF LETTER
WRITING

SELF STUDY
EDITION

The Art of Letter Writing

*Writing a good letter is a big art.
This book teaches you how to
write an effective letter on
various occasions.*

v

CONTENTS

Unit	Letters	Page
Unit 1	The Art of Letter Writing	31
	LETTERS TO RELATIVES	36
	Useful Sentences for Letters of Relatives	36
	Letter from father to son asking him to become a doctor	37
	Reply to above	37
	Letter from father to Headmaster on the first quarterly report of his son	38
	From father to son enquiring about the choice of profession in life	39
	Reply to above	39
	Letter from mother to son asking to write a letter	40
	Reply to above	41
	Letter from son to father	42
	Reply to above	42
	Letter from daughter to mother	43
	Reply to above	43
	Letter to brother	44
	Reply to above	44
	Letter from sister to brother	45
	Letter from brother to sister	45
	Letter from sister to sister	46
	Reply to above	47
	Inviting nephew to a hillstation	48
	Reply to above	49
	Thanking uncle for gift	49

Publish

Unit	Letters	Page
Unit 2	Thanking auntie for hospitality	50
	Letter from uncle to niece from foreign country	50
	Reply to above	51
	PERSONAL LETTERS	51
	A letter of introduction regarding son	52
	Asking for cinema tickets	52
	Letter for reservation of a seat	52
	Letter requesting celebrity for presiding over a function	52
	Reply to above (affirmative)	53
	Reply to above (negative)	53
	A letter asking for a loan	54
	Reply to above (negative)	54
	Refusing a loan in blunt words	55
	Reply, forwarding the loan asked for	55
	Returning the loan	55
	Opinion for selecting a job	56
	Letter to a friend for guidance on the choice of a profession	56
	Reply to above	57
	Another Reply to above	57
	Requesting for a book	58
	Reply to above (Affirmative)	58
	Reply to above (Negative)	58
	Requesting for president's letter	59
	Reply to above	59

Unit		Page
Unit 3	Reply to	
	Request	
	Offering	
	work	
	Request	
	Reply to	
	Opening	
	Request	
	Request	
	Reserv	
	Seeking	
	bus	
	Reply	
	Compl	
	Reply	
Unit 3	LETT	
	A simp	
	Reply	
	Asking	
	acc	
	Reply	
	Letter	
	To a f	
	Letter	
	Reply	
	writ	

Unit	Letters	Page
	Reply to above (Negative)	60
	Request for donation	60
	Offering services for liaison and other work	61
	Request for purchases	61
	Reply to above	62
	Opening a bank account	62
	Requesting for a cheque book	62
	Requesting for life insurance	63
	Reservation of seat in an aeroplane	63
	Seeking advice about starting a new business	64
	Reply to above	64
	Complaint to neighbour about a radio	64
	Reply to above	65
Unit 3	LETTERS TO FRIENDS	66
	A simple letter	66
	Reply to above	66
	Asking a friend to arrange an accommodation	67
	Reply to above	68
	Letter to friend who is ill	69
	To a friend, about your favourite games	69
	Letter to a friend who has gone abroad	70
	Reply to a friend from abroad who has written you his first letter	71
	Letter to an ailing friend	72

Unit	Letters	Page
	Sending a present on marriage	86
	Reply to above	87
	To a friend on having been his guest	87
	Congratulating a friend on her engagement	88
	Letter to a friend to encourage him to continue education	88
	Apologizing to a friend for not keeping an appointment	89
	Reply to above	89
	Requesting a friend to buy a watch and a transistor	90
	Reply to above	90
	Letter of Recommendation	90
	Letter of thanks from a friend to an employer	91
	Inquiring from a friend about a servant	91
	Reply to above	92
Unit 4	LETTERS OF CONGRATULATIONS	93
	Useful Sentences For Letters of Congratulations	93
	Congratulation to a friend on his success in the competition	94
	Letter to a friend, about the birth of a daughter	95
	Letter to a friend, about the birth of a daughter	96

Unit
Unit 10

Unit	Letters	Page
	Reply to above (Positive)	
	Reply to Above (Negative)	138
	Letter from Husband to Wife	138
	Reply to the above	139
	Matrimonial advertisement	139
	Reply to an advertisement	140
	Reply to above	141
	Reply to above	142
	Reply to above	143
	Reply from girl's father	143
	Letter from boy's father	144
	Daughter's father enquiring decision	144
	Reply to above (Positive)	144
	Reply to above (Negative)	144
	Reply to above (Postponing the decision)	145
	Fixation of engagement ceremony	145
	Confirming the engagement ceremony	145
	Boy writing to girl's parents	146
	Reply to above (Positive)	146
	Reply to above (Negative)	146
	A blunt proposal	148
	Reply to above (Positive)	148
	Reply to above (Negative)	148
	LETTER OF INVITATIONS	149
Unit 10	Useful Sentences for Letters of Invitation	149
	Invitation to attend a marriage	

Page	Unit	Letters	Page
177		To a manufacturer for non compliance of an order	191
177		Reply to above	192
177		To the Railway authorities regarding non delivery of goods	193
178		Regarding Payment of Dues	194
178		Reply to the above (Rejection of the Claim)	195
179		Reply (Acceptance of the Claim)	195
180		Complaint Regarding Inferior Quality of Goods	196
181		Reply to above	197
182		Wrong Goods Sent	198
183		Reply to above	199
184		Calling quotations for stationery articles.	200
184		Reply to above	201
185		Request for catalogue	202
86		Reply to above	202
87		Order for stationery articles	202
88		Reply to above	203
39		Regretting to execute order immediately	203
9		Partial execution	204
0		Non execution of order owing to non availability of goods	204