NAME: BENJAMIN OPEYEMI ESTHER

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COURSE CODE: GST122

**Letter Writing**

Before the advent of modern technology made communication so easy, the art of writing a letter was considered an important requirement. Even today a letter is an important [means of communication](https://www.toppr.com/guides/business-studies/directing/communication/) in both the workspace as well as our personal lives. So let us educate ourselves with the nuances of letter writing.

A letter is a written message that can be handwritten or printed on paper. It is usually sent to the recipient via mail or post in an envelope, although this is not a requirement as such. Any such message that is transferred via post is a letter, a written conversation between two parties.

Now that E-mails ([Advantages and disadvantages](https://www.toppr.com/guides/business-communication-and-ethics/e-correspondence/advantages-and-disadvantages-of-email/)) and texts and other such forms have become the norm for communication, the art of letter writing has taken a backseat. However, even today a lot of our communication, especially the [formal kind](https://www.toppr.com/guides/english/writing/formal-letters/), is done via letters. Whether it is a cover letter for a job, or the bank sending you a reminder or a college acceptance letter, letters are still an important mode of communication. Which is why it is important that we know the intricacies of letter writing.

## Types of Letters

Let us first understand that there are broadly two types of letter, namely Formal Letters, and Informal Letters. But then there are also a few types of letters based on their contents, formalities, the purpose of letter writing etc. Let us have a look at the few [types of letters](https://www.toppr.com/guides/business-correspondence-and-reporting/writing-formal-letters/types-formal-letters-samples/).

* [***Formal Letter***](https://www.toppr.com/guides/english/writing/formal-letters/): These letters follow a certain pattern and formality. They are strictly kept professional in nature, and directly address the issues concerned. Any type of business letter or letter to authorities falls within this given category.
* [***Informal Letter***](https://www.toppr.com/guides/english/writing/informal-letters/): These are personal letters. They need not follow any set pattern or adhere to any formalities. They contain personal information or are a written conversation. Informal letters are generally written to friends, acquaintances, relatives etc.
* ***Business Letter***: This letter is written among business correspondents, generally contains commercial information such as quotations, orders, complaints, claims, letters for collections etc. Such letters are always strictly formal and follow a structure and pattern of formalities.
* ***Official Letter***: This type of letter is written to inform offices, branches, subordinates of official information. It usually relays official information like rules, regulations, procedures, events, or any other such information. Official letters are also formal in nature and follow certain structure and decorum.
* ***Social Letter***: A personal letter written on the occasion of a special event is known as a social letter. Congratulatory letter, condolence letter, invitation letter etc are all social letters.
* ***Circular Letter***: A letter that announces information to a large number of people is a circular letter. The same letter is circulated to a large group of people to correspond some important information like a change of address, change in management, the retirement of a partner etc.
* ***Employment Letters***: Any letters with respect to the [employment process](https://www.toppr.com/guides/business-management-and-entrepreneurship/human-resource-management/selection-process/), like joining letter, promotion letter, application letter etc.