

**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 .....

.....

.....

.....

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 1<sup>st</sup> 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 1<sup>st</sup> 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 grieved 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

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

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,

