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# **Letter Writing An Art**

*By*

*B. L. Rawat*

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***Dedicated***  
***to***  
**Seth Sri Hari Shanker Ji Agrawal**  
**(Koele Wale)**

I enjoy the privilege to dedicate this book to Seth Sri Hari Shanker Ji Agrawal (Koele Wale) the president of P.C. Bagla and R.D. Girls P. G. Colleges, Hathras, and Patron of other institutions of academic nature. He is an energetic, enthusiastic and sincere social worker. He is well thought, placid and an intellectual one. He has always been and still he is a source of inspiration and a touch bearer to me. I owe to him for his kindness and compassion. I wish him wholesome, prosperous, long and happy life with sound physique and social reverence.

*—Author*



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## Preface

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Correspondence is the soul of social life as the social life is the sign of civility. Certainly we all know that man is a social animal. He cannot survive without society. In the society we have to interact with other people also. So it is not possible for us to go and deal with things personally. Hence correspondence helps us a great deal.

Letter writing is an art in the same way as we create other arts to impress and influence people for fetching their favour. Sometimes money falls behind and good impressive talks and correspondence serve the purpose respectfully.

The book in hand ‘‘Letter Writing–An Art’’ deals with the three principal fields of letter writing *viz.* Business, official and personal or social.

Though telephones, internet and E-mail have been introduced in modern dealings, but none could replace letters. They have still their gravity. Without letters we can not serve our purpose, may it be social, official or business matter. So we must learn the art and letter writing.

This book will serve your purpose. This book teaches you the lively language and etiquettes of modern society. So you may trust it as your friend, philosopher and guide.

Your suggestions for further improvements are cordially invited. And your cooperation is earnestly solicited.

— Author



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