



INDIAN SCHOOL DARSAIT DEPARTMENT OF ENGLISH



Subject : ENGLISH Topic : Formal Letter Date : _____

Name : _____ Class & Division : _____ Roll Number : ____

Format of Formal Letter

FORMAL LETTER

A-43 Civil lines

Kanpur

14February2019

The Editor

The Times of India

New Delhi

Subject :

Sir

Body of the letter

Yours truly

(Name)

You are Krishna Kumar of Sector-B, Municipal cooperative colony, Andheri, Mumbai-400005. Write a letter to the editor of the newspaper HT Times, Nageshwar Vihar Colony, Mumbai-400001 complaining against the bad condition of roads in your community.

Sector-B
Municipal cooperative colony
Andheri, Mumbai-400005

Dated: 15February2019

The Editor
HT Times
Nageshwar Vihar Colony
Mumbai-400001
Subject: Bad condition of roads in our locality.

Sir

Through the columns of your prestigious daily, I would like to draw the attention of the concerned authorities towards the bad condition of roads leading to Bharat School in Andheri. The main road in our society is in deplorable condition. This road is used by many people and vehicles and serve as link between two main Schools of our city. It presents a picture of chaos and confusion .As a result, a lot of pressure of vehicles on this road is observed leading to heavy traffic jam. During the rainy season, potholes are filled with water which creates immense trouble to the pedestrians. These potholes also become the breeding place of mosquitoes which are proving hazardous to the health of the society This road requires urgent repairing.

Inspite of several representations, the government has not done anything to improve the condition of the road. I hope the concerned authorities would take immediate steps to repair the roads.

Thanking You
Yours truly
Krishna Kumar

PRACTICE QUESTIONS (WORD LIMIT -120-150words)

- 1 Write a letter to the Police Officer reporting a theft in your house.
- 2 Write a letter to a newspaper appealing to help the flood victims.
- 3 Write a letter to the Editor of 'The Pioneer' suggesting to create a 'Silence Zone' around your

	school.	
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