

Letter to the Editor

A **Letter to Editor** may be written to the editor of a newspaper or a magazine. It is written to highlight a social issue or problem. It can also be written in order to get it published in the said medium.

As it is a **formal letter**, the format has to be followed strictly. Only formal language can be used i.e. abbreviations and slang language should be avoided.

The format of a **letter to editor of a Newspaper** is as follows –

1. **Sender's address:** The address and contact details of the sender are written here. Include an email and phone number, if required or if mentioned in the question.
2. **Date:** The date is written below the sender's address after Leaving one space or line.
3. **Receiving Editor's address:** The address of the recipient of the mail i.e. the editor is written here.
4. **Subject of the letter:** The main purpose of the letter forms the subject. It must be written in one line. It must convey the matter for which the letter is written.
5. **Salutation** (Sir / Respected sir / Madam)
6. **Body:** The matter of the letter is written here. It is divided into 3 paragraphs as follows –

Paragraph 1: Introduce yourself and the purpose of writing the letter in brief.

Paragraph 2: Give detail of the matter.

Paragraph 3: Conclude by mentioning what you expect from the editor. (For example, you may want him to highlight the issue in his newspaper/magazine).
7. **Complimentary Closing**
8. **Sender's name**, signature, and designation (if any)

You are Bharat/Bharti of Safdarjung Development Area, New Delhi. You are disturbed to see the youth wasting their precious time in operating mobile phones. Write a letter to the Editor of The Times Newspaper, highlighting increasing technological addiction among the youth.

24D, Block 4 Defence Society New Delhi
24th June 20xx

The Editor The Times New Delhi

Subject: An appeal against rising tech addiction among the youth

Sir,

With great admiration and belief in the columns of your newspaper, I seek to bring to your kind notice the fast-growing menace of tech addiction and resultant health scares among the youth of our country.

Today, we are able to enjoy some of the most convenient gadgets to have ever existed, which offer far more information and sources of entertainment than any other. As a result, the upcoming generation has been becoming increasingly information-heavy. The number of hours an average person spends in gaining new information, whether wanted or unwanted, is fast increasing, with a screen in front of our eyes showing us new wonders every minute. And on top of that, the wonders are as per choice and preferences. All this temptation often leads young children to spend much more time on these gadgets than what's healthy. And even though we may not realise it instantly, it levies a huge load of tiredness on our brains and eyes, often leading to inexplicable stress and irritability.

Hence, through the pages of your esteemed newspaper, I would like to appeal to the youth worldwide to maintain a balance of all spheres of life to fully enjoy it.

Thanking you in anticipation Yours sincerely,

ABC