

LETTER WRITING (Formal)

LETTER TO THE EDITOR

Letter writing is an essential skill. It is still one of the most important and popular means of communication.

Points to Remember:

- Grab the reader's attention.
- Explain the matter in the first paragraph.
- Explain why the issue is important.
- Give evidence of your praise or criticism.
- State the writer's opinion about what should be done.

Purpose of the letter:

- To express one's opinion on a wide range of issues.
- To express and share one's observations and views in a public forum.

Language of the letter:

- Formal language must be used.
- Repetition of ideas must be avoided.
- Sub paragraphs should be used in an organized way.
- Personal outlook must be included and biased language should be avoided.

Format of the letter:

1. Sender's Address

- Sender's address is preferred on the top left hand corner.

2. Date

- The date is preferred below the sender's address and it should be alpha numeric.

3. Receiver's Address

Receiver's rank, Name of the firm/ department/ etc. is written on the left margin below the date.

4. Salutation

- We must write 'Sir/ Madam' as greeting

5. Subject

- The subject should be as per the question. The first letter of each word should be capital.

6. The Body / content

- First Para.....Introduction
- Second Para.....Causes/ Effects/ Problems...
- Suggestions/ Solution
- Third Para..... Concluding Para
- Complimentary Close.....Subscription
- Name

SAMPLE FORMAT

C- 47

Rohini

New Delhi

(Sender's Address)

1stDecember, 2023

(Date)

The Editor

The Times of India

Karol Bagh

New Delhi

(Receiver's Rank)

&

Address

Sir/ Madam

(Salutation)

Subject: As Per the Question

(To be underlined)

Through the columns of your esteemed daily/ prestigious newspaper, I would like to draw the attention of the concerned authorities /general public towards _____

(Introductory Para)

Causes/ effects/ Problems _____. **(Main paragraph -2nd Para)**

Suggestions/ Solutions _____.

I hope that you will publish my letter in your esteemed daily and the concerned authorities will take quick and speedy action. **(3rd Para-concluding para)**

Thanks

Yours truly/Yours sincerely/ Yours faithfully **(Subscription)**

XYZ

Beginning lines: Some samples.

Kindly allow me to use some space in your esteemed daily to draw the attention of the concerned authorities toward _____.

OR

May I have the privilege of using a few lines of your esteemed newspaper regarding _____.

OR

Through the columns of your esteemed newspaper, I would like to draw the attention of the concerned authorities towards _____.

OR

May I have the honour to use a little space of your esteemed newspaper to draw the kind attention of the concerned authorities towards _____.

Ending Lines: Some samples.

Hope some effective measures will soon be adopted to improve the existing situation.

OR

Hope the concerned authorities will take notice and do something in this direction.

OR

I hope the concerned authorities and the general public will see the gravity of the matter and some measures will be adopted to _____.

1. You are Keshav / Karuna, living at A- 32, MG Road, Bangalore. You are very much concerned about the bad state of roads in the city. Write a letter to the editor of a newspaper expressing your concern over the problems faced by the commuters and giving suitable suggestions to solve the problem.

A-32
MG Road
Bangalore

15th November, 2023

The Editor
The Times of India
Indira Nagar
Bangalore

Sir / Madam

Subject: Bad State of Roads in Bangalore

Through the columns of your prestigious newspaper, I would like to draw the attention of the concerned authorities towards the bad state of roads in Bangalore. I also want to throw light on the problems and inconveniences faced by the people of Bangalore due to the deplorable condition of roads in the city.

Bangalore is no more a pleasant city to live in now. Most of its roads are riddled with Potholes and craters despite crores of rupees spent every year. The recent monsoons exposed all the tall claims of authorities to provide trouble-free and convenient road drives on the roads of Bangalore. Potholes and craters have added to the woes of thousands of commuters. The students of the city are the worst sufferers. Bad state of roads in the city causes frequent delays and traffic jams. Uneven surfaces, potholes and craters cause frequent road accidents. Bad planning and compromises made in specifications result in substandard work. The absence of shoulder-drains to carry rain water obviously damages the roads. More than anything else the politician- contractor nexus has to be blamed for the pathetic condition of roads. The situation is grave but not beyond redemption. It demands immediate attention and prompt and effective measures. Only contractors of proven integrity and credentials should be shortlisted for building roads. Proper planning or design and use of good material can help in keeping the roads of the city in a good state.

I hope my letter will get due space in your esteemed newspaper and the concerned authorities would take necessary and speedy action.

Thanks
Yours truly
Keshav/ Karuna

QUESTION BANK

1. In its bid to educate people about the harmful effects of cigarette smoking, the Govt., of India has been taking serious steps to prevent it. A few years ago it ordered all cigarette manufacturing units to insert a statutory warning on cigarette packs. Now it is considering censorship of all national daily giving your own views.
2. Write a letter to the Editor, The New Indian Express drawing attention of the concerned authorities to the misused and poorly maintained subways in Chennai. Give your suggestions. You are Ram/Rani living at 10, Kamraj Street, Chennai.
3. You are Karthik/Krithika of Chennai. Of late, chain-snatching incidents are increasing in the city. Write a letter to the Editor of The New Indian Express Drawing the attention of the concerned authorities. Also give suggestions.
4. You are Anand/Anandi of Mumbai. You are upset to find that the only public garden of your locality has been grabbed by the local self-styled 'Netas'. Write a letter to the Editor of The Hindu drawing the attention of the government to this unauthorised occupation. ('Word limit: 150 words)

5. You are Amrit/Amritha of Bangalore. You are disturbed at the non-availability of essential commodities in the Fair Price Shops of your area. Write a letter to the Editor of The Hindu drawing the attention of the authorities to the irregularities in the Fair Price Shops. (Word limit: not more than 150 words)
6. You are Rohit/Rohini of Mahatma Gandhi Road, Bangalore. You feel depressed at the poor performance of India at Olympics and feel that poor facilities and the discouraging attitude of the government are the root cause. Write a letter to the Editor, The Times of India expressing your views on how the standard of performances in sports can be improved in India. (Word limit: not more than 150 words)
7. Write a letter to the Editor of The Times of India about the poor attention and the negligence on the part of the medical staff in some of the government hospitals of Chennai. Sign as Peter/Yana of No. 117, Vasant Vihar, New Delhi. (Word limit: not more than 150 words).
8. You are Ranjan/Rajani of 25, Civil Road, Patna, Bihar. You feel concerned at the gradual decay of historical monuments in India in general and in Bihar in particular. Write a letter to the Editor of The Times of India describing the decay and degeneration that the historical monuments are facing in your state and also suggest some steps to maintain them properly.
9. You are Rakesh Gupta of Durga Colony, Hoshiarpur. There is a wine shop in the vicinity of the famous Durga Temple. The drunkards and riff-raffs create ugly scenes near the holy place. You have written to the local authorities to shift the shop to some other place, but to no avail. Write a letter to the Editor, The Tribune, Chandigarh highlighting the nuisance caused by the drunkards and suggesting ways to overcome the problem.
10. You are Supriya Pathak of Indira Nagar, Benaras. Write a letter to the Editor of The Times of India, New Delhi about the misuse and poor maintenance of public parks in your city.
11. You are Ranjit Singh of 27, Surya Colony, Jaipur. You feel disturbed after reading the news of starvation deaths in villages of Rajasthan. Write a letter to the Editor of The Jaipur Herald drawing his attention to the sufferings of the poor in this year of severe drought and suggesting measures of providing relief to the unfortunate victims.
12. Write a letter to the Editor of The Indian Express about the impact of watching too much television on the health and studies of school going children.
13. You are Nandita Patnaik of 25, Ring Road, Cuttack. You came across an advertisement based on laser technology to help ladies look best. You feel strongly about the dangers inherent in the use of these synthetic chemicals and over exposure of skin to laser beams. Write a letter to the Editor of The Sun, highlighting the possible dangers to the users and suggesting action against the exploiters.
14. Pramod Goel of Shimla is worried that despite a legal ban on trafficking of drugs, a large number of school going youth are becoming drug addicts. Write a letter to the Editor of a local newspaper pointing out the harmful effects of drug addiction and suggesting steps to curb it.
15. You are Aditi/Aditya Verma of 27, Begham Pul, Meerut. A tanning factory is proposed to be set up in the new industrial area just across the playing fields of your school. You feel strongly about this plan as it would prove disastrous for the health of young children as well as other citizens. Your protests to the authorities have borne no fruit. Write a letter to the Editor of The Times of India highlighting the problem and offering suggestions.
16. You are Savita Sen of 23, Rifle Lane, Jhansi. You are worried that in spite of a legal ban on child marriages in the state, thousands of child marriages are performed on 'Basant Panchami'

day. She writes a letter to the Editor, The Bhopal Times expressing her strong views against child marriage and advocating some immediate steps to arrest this social evil.

17. As a traveller of Blue Line buses in Delhi you are a witness to their rash driving and other problems the passengers have to face daily. Write a letter to the Editor 'The Indian Express', Bahadur Shah Zafar Marg, New Delhi. Sign yourself as Priyanka.

18. As Anjan Malik/Anjana Malik, a resident of Indira Colony, Rohtak, write a letter to the Editor of The Rohtak Times, regarding the long powercuts your colony has to face everyday. Also mention the problems faced by the residents owing to the commercialisation of residential space.

19. You are Sanjeev Mehta, coordinator of your school Literacy Club. You are deeply concerned about the drops out and adult illiterates still living in slums and villages. On behalf of your literacy club write a letter to the Editor of The Hindu, Chennai regarding the need to reach out to the young school drop-outs and the adult illiterates. Also give details of the steps your organisation is taking in this direction.

20. You are Bharat Reddy of 15/1129, Rajiv Nagar, Ananthpuram (Andhra Pradesh). Write a letter to the Editor of a national newspaper about the undesirability of primary school kids carrying heavy bags to their school.