

## **Letter Writing:**

### **Formal Letter (To the Editor and to the concerned official)**

#### **Points to remember**

- ❑ Try to avoid starting with "I".
- ❑ Keep sentences short and to the point.
- ❑ Do not use contractions (I've, won't etc).
- ❑ End with a short sentence that anticipates the response of the addressee.
- ❑ The tone in a formal letter is polite and impersonal.
- ❑ Use passive voice where possible.
- ❑ Begin with reference to a recent development/ event/ issue
- ❑ Give details of topic—bring out cause-effect relationship.
- ❑ Offer suggestions/ solutions
- ❑ Do NOT ask the editor to solve the problem as he can only voice your views, ideas.
- ❑ Remember that a 'leading national daily' means that a newspaper that is popular across the country and is circulated on an everyday basis.

#### **FORMAT :**

- Sender's address
- Date
- Receiver's Name, Designation & Address
- Subject: \_\_\_\_\_
- Dear Sir / Madam

#### **Content**

- Para 1-Opening statement—stating the purpose of writing the letter( Repeat the subject)

#### **For to the Editor**

**Opening statement-** Through the esteemed columns of your newspaper I wish to draw the attention of the concerned official and the masses towards the issue of \_\_\_\_ ( write the subject)\_\_\_\_\_

**Closing statement-** it is hoped that immediate steps would be taken to resolve the aforementioned issue.

- Para 2-Reasons advanced
- Para 3-Suggestions to solve the problem at an individual level and as a group
- Para 4- Conclusion
- Subscription (Yours faithfully/ truly/ sincerely)
- Signature (Sender's full name in running hand)
- Sender's full name in bold letters
- Designation (if applicable)

NOTE: Pl leave a line after each step

**SAMPLE QUESTION**

Q1. Life comes to a standstill in Delhi when it rains. Waterlogging leads to traffic jams and delays. Write a letter to the Editor of The Times of India, complaining about the problem, drawing the attention of the general public and the concerned officials. You are Ravi Kumar/ Ritu Kumar of M-110 Mall Road Delhi.

M- 110  
Mall Road  
Delhi

The Editor  
The Times of India  
New Delhi -110002

March 15, 2018

Subject: Waterlogging on Roads

Dear Sir/Ma'am

Through the esteemed columns of your newspaper, I wish to draw the attention of the concerned officials and the masses towards the issue of waterlogging on the roads of Delhi during the monsoons.

A lot of inconvenience is caused to the public as a result of flooded streets and roads. This issue needs to be looked into.

Every monsoon, Delhi experiences traffic jams causing tremendous delays. The whole city is thrown out of gear. It seems that the PWD does not plan or prepare for the rains. The drains are clogged, roads cave in resulting in traffic pile ups. People have to wade through water to reach their work places. Many vehicles break down. All this causes a lot of hardships to the people.

The concerned officials must resolve the issue by working on construction of storm drains and desilting of the existing ones. This will go a long way in ensuring the smooth movement of traffic.

It is hoped that the matter will be looked into urgently so that future troubles can be avoided.

Yours Faithfully  
Ravi Kumar  
[RAVI KUMAR]

## **LETTER TO THE OFFICIAL**

### **FORMAT**

Format will remain the same as that for letter to the Editor. Only the opening statement will change. Ist person will be used only in the opening statement.

### **SAMPLE QUESTION**

Your residential area is littered with a lot of garbage. Write a letter to the Mayor, Municipal Corporation, New Delhi, asking for action to be taken. You are BinitaTyagi of 21 Green Park, New Delhi – 110016

21 Green Park  
New Delhi – 110016

The Mayor  
The Municipal Corporation  
New Delhi -110002

March 20,2018

Subject: Lack of Garbage Disposal

Dear Sir

I wish to draw attention to the insanitary conditions prevailing in Green Park. The garbage is lying piled up creating unhealthy conditions for the people living in the area.

The problem has been created due to the absence of sweepers on many days of the month. Further people dispose of the garbage in an arbitrary manner. The garbage heaps have become breeding grounds for pigs and mosquitoes. This is giving rise to diseases amongst the local population.

In order to solve the problem, the sweepers must be supervised. In addition to this the phone numbers for complaints must be available to the public. Awareness campaigns will also help eradicate the habit of littering.

It is requested that immediate steps are taken to resolve this most troublesome issue.

Yours faithfully  
BinitaTyagi  
[BINITA TYAGI]

### **QUESTIONS FOR PRACTICE**

1. You are Amrit, residing at D25, VivekVihar, Delhi. Write a letter in about 100-120 words to the Editor, The Hindustan Times, New Delhi, about the poor, irregular local bus service.

2. The number of tourists going to the hill stations is increasing. This has led to their commercialization and their ill effects- more and more hotels, garbage, effect on the life of the locals etc. Write a letter to the Editor of a national daily, expressing your concern over the situation.

3. As a regular commuter by bus from Noida to Delhi, you have been witnessing rash driving by the bus drivers daily without an exception. Write a letter drawing the attention of the General Manager, Delhi Transport Corporation to this problem. You are Priti/ Prakash, 15, UdyogVihar, Noida.