**CHAPTER NAME : LETTER TO THE SCHOOL AUTHORITY**

i You are Sakshi/Shubham of Army Public School. You are the secretary of the extra curricular activities department of your school. Your school is conducting an inter-school dramatic competition on Shakespeare'S plays. You are required to make arrangements for it. Write a letter to the Arcadian Arts Collection, New Delhi, placing order for the costumes and other theatrical requirements.

1. you are the manager of an electronics firm. The electronic items sent by your firm to an organisation were not of the latest technology, as demanded by the organisation. You received a letter of complaint on account of this. Write a letter of apology assuring them to replace the goods and provide them with the new items at the earliest.
2. The residents of your area face a lot of problems during the rainy season due to waterlogging and unhygienic sewerage conditions. As a conscious and concerned citizen, write a letter to the Chairman of the Municipal Corporation asking him to take appropriate steps towards the solution of the problem.
3. Write a letter to the Chairman of the Central Board of Secondary Education on the necessity of introducing vocational education at the secondary school level.

S Your school is located in a crowded area of the city. After the school hours in the afternoon, the students face a heavy and reckless traffic on the road, which poses a great risk to the students. Write a letter to the Editor of an English daily to highlight the problem and to draw the attention of the concerned authorities.

1. You are an ardent reader and want to inculcate reading habits in others. For this purpose, a good library is needed. Write a letter to the Editor of 'The Hindu' emphasising the need to establish a public library in your town.
2. Write an application for the post of assistant editor in a competition magazine. You are a graduate pursuing MBA and have a good experience of competitive exams.
3. You have come across an advertisement for the requirement of customer care executives in a leading IT company. You have recently completed your course in computer applications. Draft an application for the same.
4. You are Roshni/ Rahul of Delhi Public School, RK Puram, New Delhi. You cannot take your pre-board exams due to illness. Write an application to the Principal of your school requesting him to grant you leave for four days and to allow you to take your exams at a later date.
5. You are Priya/ Prateek of St Francis School, Delhi. Write a letter to the Principal of your school asking him to make arrangements for conducting more tests before the exams to better equip the students for the board exams and to help them assess the level of their preparation.

 Write a letter to the Director of Health Services of the nearby municipal hospital thanking him for the excellent care taken of your mother while under treatment in the hospital. You are Sunil.

1. Write a letter to the Editor of 'Amar Ujala', Meerut, registering your protest against government apathy towards cleanliness in the city, particularly due to the migration of people from the neighbouring villages who defecate in the open.
2. Write a letter of apology to your customer who has written to you complaining about the quality of hockey sticks supplied to him for his club in a nearby town. Invent the necessary details.
3. You recently went on a Volvo bus trip with Easy Coach bus company. In their advertisement. they promised an enjoyable day trip to a rural area. In fact, it was a total disaster. Write a letter of complaint. asking for your money back.