

Formal letter

Worksheet - 11



1) Write a letter to the Superintendent of Police about the malpractices of auto-rickshaw drivers playing in the city, requesting him to deal with them strictly to improve upon the traffic in the city.

one 78 Model Town
Amritsar

13 May 2024

The Superintendent of Police,
XYZ Police Station
Amritsar.

Sir,

Subject :- Malpractices by auto rickshaw
- drivers

Kindly The auto-rickshaw drivers are
now days using malpractices these
days. The overloading by auto-rickshaw

① = = ②

Autos and Rickshaws are driving very fast in the busy road. The worst offenders are the school auto-rickshaws. Reaching home very late. The carelessness of auto rickshaw causes of many fatal accidents.

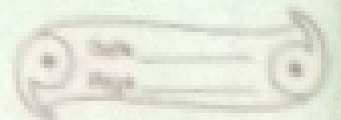
So it is my sincere request that strict action needs to be taken against these malpractices.

Yours truly

Adyasha

- 2) Write a letter to the Postmaster, Nawarshahar, informing him of the change of your address. You are Sudar-preet, G-15, Gupta Colony, Phillaur.

G-15, Gupta Colony
Phillaur



The Postmaster
Newanshabari
Phillauri

21 May 20...

Sir,

Subject :- Change of my address

It is to inform you that I have changed my house shifted to new premises. The new address of my house is -> Flat no. 203 G/A Plot 2/19 Rashmi Annex, Bhabreswar.

Requesting you for redirecting the letters and send all the post on the new address.

Yours truly

Sunderpaul