

Worksheet

11

Writing : Formal Letter

Name

Date

Class & Sec.

Roll No.

Marks OBT.

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

Hints

- overloading by auto rickshaw drivers very common
- school autorickshaw drivers worst offenders
- cause of many fatal accidents
- strict action needs to be taken

Space for Answer

17/11 Gurumank Road,
Durgapur,

713205

10th September 2020

The Police superintendent - Durgapur

Police station Durgapur - 713204

Sub: Malpractices of auto drivers in the city.

Sir,

With reference to the subject, I want to inform you about the malpractices of auto drivers plying in the city. These days breaking traffic rules are common in our city. Auto rickshaw drivers break traffic rules. They also overload their rickshaw, because of which sometimes rickshaw can be unbalanced and it can be unbalanced and it can cause a big accident. Students are call of the future of our country, but what happens, when it comes to their life because some auto rickshaw drivers are also a worst offenders.

Many cases are also pending because of it. We should take a quick and major action to it otherwise a case of fatal accident can be heard soon.