

Worksheet

11

Writing : Formal Letter

Date 14 05 2021

Name MOHIT KUMAR DAS

Class & Sec. 7C

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 rikshaw drivers very common
- school autorickshaw drivers worst offenders
- cause of many fatal accidents
- strict action needs to be taken

Space for Answer

Type - 3, (-15/2,

Railway Colony, Mor., BBS.

14 May, 2021

Superintendent Police Station,

Khordha, Bhubaneswar

Sir

Subject : Malpractices of auto rickshaw drivers
plying in the city.

I have written this letter to request you to strictly deal with the auto rickshaw drivers to improve upon the traffic in the city.

In our city, the overloading by auto rikshaw drivers are very common. The school autorickshaw drivers are worst offenders. They are causing many fatal accidents.

For the betterment of the city, strict actions need to be taken.

Your honourable

Mohit