

# Worksheet

11

Date 14 05 2021

Name SIDHARTH SANKHAR

Class & Sec. 7C

Roll No.

Marks OBT.

Writing : Formal Letter

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

MIC-1 12/10

BDA Colony, G.S. pur

Rhubaneswar.

14 May 2021

The Police Superintendent

Rhubaneswar Police Station

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

Respected Sir,

With reference to the subject I want to inform you that the malpractices of autodrivers are increasing in our city.

Now-a-days the auto rickshaw drivers are breaking the traffic rules. They are overloading due to which it could be unbalanced and may cause a large accident.

The school auto rickshaw drivers are the worst offenders which are the causes of fatal accidents.

I hope you will take a strict action on it.

2. Write a letter to the Postmaster, Nawanshahar, informing him of the change of your address. You are Sunderpreet, G-15, Gupta Colony, Phillaur.

**Hints**

- have shifted to new premises
- new address
- request for redirecting letters

**Space for Answer**

G-15, Gupta colony

Phillaur

14 May 2021

The Postmaster,  
Nawanshahar

Subject: Information for change of address.

Respected Sir,

With reference to the subject, I want to inform you that I am changing my address.

I will be shifting to Phagwara, H-15-102, Nanuman Street on 18th May 2021.

So, you are requested to deliver letters to my new address.

Yours truly  
Sunderpreet