Worksheet Date 11 Name Class & Sec. Writing : Formal Letter 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 Biamaxmi huban 25th April, 202 Superintena PI CC ha 11 deal wit the trad thecity OR inform that the ct he city is getting more day ing to many accider pnd aken to anoi 0 signale are of aut Ce. maximur malprac anatices an auto nickshaw drive ase acci bly RGREEN Practice Papers-7 (Writing) 93

2. Write a letter to the Postmaster, Nawanshanar, morning min of the change of your address. You are Sunderpreet, G-15, Gupta Colony, Phillaur.

HTHIS

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

Space for Answer Phillaur 13 May 2021 The Pastmaster Nawanshahar Subject - Change of Address. This is to inform that I wanted to change the address as we will be shifting to new premises, please change" it to R-7, Base Colony, Jabalpur Please send the upcoming letter & post to this address Kindly Advise when to come to the office for proof

Jours faithfully