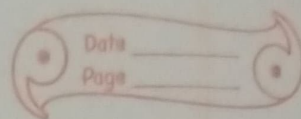


C.W
16/9/21

REV-1

FORMAL AND INFORMAL LETTER



1. You have noticed many polythene bags full of litter lying along the road early in the morning. These litter bags cause pollution. You have already written to the concerned authorities, but no action has been taken so far. Write a letter to the Editor of a leading newspaper expressing your views on the nuisance created by plastic bags full of litter. Sign yourself as Parul / Prem Saxena, of B-22, Lajpath, Nagar, New Delhi.

B-22, Lajpath Nagar
New Delhi

25 May 2021

The Editor
The Times of India
Bahadur Shah Zafar Marg
New Delhi

Sub: Excessive Littering of Plastic bags

Dear Sir,

Through the columns of your esteemed newspaper I wish to draw the attention of the government authorities to the nuisance caused by numerous polythene litter bags lying alongside the road early in the morning. It is not only an obnoxious sight but also a menace and health hazard as well.

In order to keep their houses neat and clean, people throw litter bags anywhere. Thus, they endanger the environment by causing pollution. Stray cattle poke into these polythene bags and scatter the filthy contents all around. Thus our colony virtually becomes a storehouse of garbage emitting foul smell and breeding flies, bacteria and other germs. I have written to the concerned authorities earlier also, but no action has been taken so far. I sincerely hope that my appeal will arouse the indolent officers

from their slumber and make them
respond to the call of duty.

Yours faithfully
Parul Saxena

H.W
16/9/21

1. You are Rekha Chauhan of Village Thalawar in Barmer district of Rajasthan which is in the grip of a severe drought leading to deaths of men and animals due to the non-availability of water, food or fodder. Write a letter to the editor of the Rajasthan Times, Jaipur complaining against administrative apathy and suggesting remedial/relief measures.

Rekha Chauhan
Jhalawar
Dist. Barmore
Rajasthan

16 September 2021

The Editor
The Rajasthan Times
Jaipur
Rajasthan

Sub: Miserable ~~an~~ conditions of drought
victims in Rajasthan

Dear Sir, ~~_____~~

Through the columns of your esteemed newspaper I wish to draw the attention of the government authorities towards the miserable conditions of drought victims in Rajasthan.

Due to less rain, the water scarcity has given rise to many problems. This scarcity of water leads to a severe drought in our area which causes deaths of men and animals due to the non-availability of water, food or fodder. These drought ~~victims~~ victims need immediate help in a massive way. The Government administration is doing very little about this situation. This help is not sufficient to recover the victims. General people should come forward and donate liberally to help these victims. I appeal to the people and corporates to come forward and help these victims.

Therefore, I request to Government authorities to take some long term solution ~~steps~~ by creating forest covers around the drought-hit areas.

Yours Faithfully
Rekha Chauhan

2. You are Arun / Anjali of 21 Kailash Park, New Delhi. Write a letter to Editor of the local newspaper about the menace of stray dogs in your colony.

Arun
21 - Kailash Park
New Delhi

17 September 2021

The Editor
The Times of India
New Delhi

Sub: Menace of stray dogs in our Society

Dear Sir

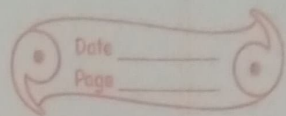
Through the columns of your esteemed newspaper I wish to draw the attention of Government authorities towards the menace of stray dogs in our society.

This stray dogs are very dangerous as they are starting to attack the passerby. They run towards motorbikes and cycles which leads to many accidents in the area. These dogs through the garbage here and there and make the atmosphere unhealthy. People lost ~~the~~ their sound sleeps as dogs bark whole night. Children do not feel safety to play outside and Old people also do not go for their ~~at~~ walking.

Therefore, I request to the concerned authorities to take some serious steps towards the menace of stray dogs in the society as soon as possible.

Yours faithfully
Arun

Informal Letter



Example 1

Inviting a friend for spending a vacation together.

100, Navyava Apartment,
Bosebihar Avenue, Kolkata-26

January 16, 2020

Dear Rudrasahi,

It's been a long time since we met. How are you? I hope you are doing well. I hope this letter finds you in good health.

As you know that summer vacation has already started, I was thinking of spending the vacation together in ~~India~~ Mumbai. I want you to take you out on the city tour as well as introduce my friends and family to you. I would love to go out and have street food with

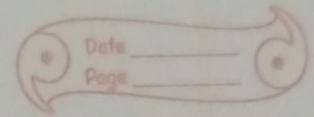
you, We can enjoy some time near
Marine Drive.

I am just excited at the thought of me and
you spending the vacations together. I
just hope that you share your responses
with me and let me know if it possible
for you to come to my place.

With lots of love,
Yours lovingly
Sakhi

H.W
18/9/21

e Macav... + the 3...



Letter to a friend for speedy recovery

Harsh
Shakti Vihar
Bhubaneswar

18 September, 2021

My dear Ad,

I hope this letter finds you in the pink of your health. I felt very sad when I heard the disturbing news of your accident. I hope that now you are in better conditions. I thank God that there is any some minor injuries.

Aunty informed me about your accident. You were going to attend tuition classes by riding your cycle and how a scooter came and crashed with your cycle. It was not your fault. The man who was driving the scooter got imbalance and accident happened. You had fallen down so badly on the

road and on the ground. You had some scratches in the hands and legs. They were bleeding. Thank God! one of the your friend was there. He informed about your accident to uncle. How they came and took you to the hospital. The doctors dressed your wound and gave injections. Please take care of yourself and take rest. Now this situation is very bad due to corona. So, you should be very careful.

I will come to your place in coming Puja vacations. I am anxiously waiting for your recovery and we will have a lot of fun. Give my regards to uncle and aunt.

Yours lovingly
Harsh