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FORMAL LETTERS

1. Write a letter to the editor of a daily newspaper complaining about prolonged load shedding in your locality during the summer season.

Examination Hall,
City: ABC
September 20, 2026.

The Editor,
Daily ABC Times,
City: ABC

Subject: Prolonged load shedding in ABC Colony causing difficulties

Sir,

Through the medium of your esteemed and respected daily, I wish to draw the attention of the electricity authorities towards the serious problem of prolonged load shedding in our locality. The residents of ABC Colony have been suffering from this problem for the last two weeks, and the extreme heat of the summer season is making the situation worse.

Electricity remains off for ten to twelve hours daily and there is no fixed schedule of load shedding. Students are unable to prepare for their examinations, and the shopkeepers and small businessmen are facing heavy losses. Moreover, children and elderly people are falling ill due to the heat. Water motors also remain out of order, which is creating a shortage of water in our homes.

Therefore I wish to draw the attention of the concerned authorities with the help of your newspaper. Hopefully, you will be able to help us in getting an uninterrupted supply of electricity, or at least a proper schedule of load shedding, at the earliest.

Yours truly,
XYZ

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2. Write a letter to the editor of a daily newspaper complaining about heaps of garbage and poor sanitation in your locality.

Examination Hall,
City: ABC
September 20, 2026.

The Editor,
Daily ABC Times,
City: ABC

Subject: **Heaps of garbage in ABC Colony causing health problems**

Sir,

Through the medium of your esteemed and respected daily, I wish to inform the municipal authorities of the poor condition of sanitation in my locality. Garbage has not been collected from the streets of ABC Colony for the last three weeks and the situation is getting worse day by day.

Heaps of garbage are lying at the corners of the streets and near the park. Bad smell is spreading in the area, and flies and mosquitoes are increasing rapidly. The residents, especially children, are suffering from diarrhoea, skin infections and other diseases. Stray dogs scatter the waste on the roads, and the problem becomes even more serious when it rains. Despite our repeated complaints, no sanitary worker has visited the area.

Therefore I wish to draw the attention of the concerned authorities with the help of your newspaper. Hopefully, you will be able to help us in drawing their attention and resolving this matter at the earliest.

Yours truly,
XYZ

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3. Write a letter to the editor of a daily newspaper about increasing traffic jams and violation of traffic rules in your city.

Examination Hall,
City: ABC
September 20, 2026.

The Editor,
Daily ABC Times,
City: ABC

Subject: **Increasing traffic jams and violation of traffic rules in ABC City**

Sir,

Through the medium of your esteemed and respected daily, I wish to highlight the problem of heavy traffic jams and violation of traffic rules on the main roads of our city. This problem has become a part of our daily life and is causing great inconvenience to the public.

Due to the increasing number of vehicles, narrow roads and encroachments by shopkeepers, the traffic remains blocked for hours, especially in the morning and evening. Employees reach their offices late and students miss their classes. Ambulances get stuck in the traffic, which puts the lives of patients in danger. Moreover, motorcyclists and rickshaw drivers do not follow the traffic signals, which is the main cause of accidents. Traffic wardens are rarely seen at busy points.

Therefore I wish to draw the attention of the concerned authorities with the help of your newspaper. Hopefully, you will be able to help us in getting better traffic management and strict action against the violators at the earliest.

Yours truly,
XYZ

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4. Write a letter to the editor of a daily newspaper complaining about smog and air pollution in your city during the winter season.

Examination Hall,
City: ABC
September 20, 2026.

The Editor,
Daily ABC Times,
City: ABC

Subject: **Increasing smog and air pollution causing health problems**

Sir,

Through the medium of your esteemed and respected daily, I wish to draw the attention of the environmental authorities towards the increasing smog and air pollution in our city. For the last few days, the whole city has been covered with thick smog which is badly affecting the life of the people.

The main causes of this problem are the smoke of vehicles and factories, burning of crop residue and garbage, and cutting of trees. Visibility on the roads is so low that several accidents have taken place. The residents are suffering from eye irritation, cough, asthma and breathing problems. Children and elderly people are the most affected. Schools have to remain closed, and daily wage labourers are unable to go to work.

Therefore I wish to draw the attention of the concerned authorities with the help of your newspaper. Hopefully, you will be able to help us in getting strict action against the polluting factories and vehicles and in getting more trees planted at the earliest.

Yours truly,
XYZ

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5. Write a letter to the editor of a daily newspaper complaining about increasing incidents of street crimes such as mobile snatching in your locality.

Examination Hall,
City: ABC
September 20, 2026.

The Editor,
Daily ABC Times,
City: ABC

Subject: **Increasing incidents of street crimes in ABC Colony**

Sir,

Through the medium of your esteemed and respected daily, I wish to bring into the notice of the police authorities the worsening law and order situation in my locality. During the last one month, incidents of mobile snatching, purse snatching and theft of motorcycles have increased alarmingly in ABC Colony.

The robbers, mostly armed and riding motorcycles, snatch valuables from the citizens even in daylight and run away. Several residents have lost their mobile phones and cash, and some were injured when they resisted. People are afraid to go out in the evening, and women and children are especially scared. Although the cases were reported to the local police station, no serious action has been taken so far. There is also no regular patrolling and the street lights are out of order.

Therefore I wish to draw the attention of the concerned authorities with the help of your newspaper. Hopefully, you will be able to help us in getting proper police patrolling and resolving this matter at the earliest.

Yours truly,
XYZ

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6. Write a letter to the editor of a daily newspaper complaining about the shortage of clean drinking water in your locality.

Examination Hall,
City: ABC
September 20, 2026.

The Editor,
Daily ABC Times,
City: ABC

Subject: **Shortage of clean drinking water in ABC Colony**

Sir,

Through the medium of your esteemed and respected daily, I wish to draw the attention of the Water and Sanitation Agency towards the acute shortage of clean drinking water in my locality. The residents of ABC Colony have been facing this problem for the last ten days.

The water supply remains suspended for most of the day, and whatever water is supplied is dirty and has a bad smell. People are forced to buy water from tankers at high rates or to bring it from far away places. Due to the use of contaminated water, many residents, especially children, are suffering from stomach diseases and typhoid. Our complaints to the WASA office have gone unheard.

Therefore I wish to draw the attention of the concerned authorities with the help of your newspaper. Hopefully, you will be able to help us in getting a regular supply of clean water and resolving this matter at the earliest.

Yours truly,
XYZ

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7. Write a letter to the Principal of your school requesting for a fee concession.

Examination Hall,
City: ABC
September 20, 2026.

The Principal,
ABC Public School,
City: ABC

Subject: **Request for fee concession**

Respected Sir,

With great respect, I beg to state that I am a student of Class 10 (Section A) in your esteemed school, and I have always been regular in my studies. I am writing this letter to request you to kindly grant me a fee concession.

My father is a private employee with a limited income and he is the only earning member of our family of seven persons. Due to the rising prices and the recent illness of my mother, he is finding it very difficult to pay my school fee and other expenses. I secured 85 percent marks in the last annual examination and I also take part in co-curricular activities of the school.

Therefore I humbly request you to kindly grant me a half fee concession so that I can continue my studies without any tension. I shall be very thankful to you for this kindness.

Yours obediently,
XYZ
Class 10 (Section A)
Roll No. 25

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8. **Write a letter to the Principal of your school complaining about the lack of drinking water and non-functional fans in the classrooms.**

Examination Hall,
City: ABC
September 20, 2026.

The Principal,
ABC Public School,
City: ABC

Subject: **Lack of drinking water and non-functional fans in classrooms**

Respected Sir,

With due respect, I wish to draw your kind attention towards the lack of basic facilities in our school. As a student of Class 10, I want to bring two serious problems to your notice.

Firstly, the water cooler near the playground has been out of order for the last three weeks, and students are forced to drink water from the washroom tap or to carry water from home. Secondly, most of the fans in the classrooms are not working properly. In the present hot weather, students feel restless and are unable to concentrate on their lessons. Several students have fallen sick due to the heat and unsafe water. We have informed our class teacher many times, but no solution has been found so far.

Therefore I request you to kindly order the concerned staff to repair the water cooler and the fans at the earliest. I shall be very thankful to you for this kind act.

Yours obediently,
XYZ
Class 10 (Section A)
Roll No. 25

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