

Official Letter Example “letter to Door darshan, Suggesting some improvements in the T.V. Programmes.” Complete Official Letter for all classes.

250, Model Town,

Civil Lines,

Ludhiana.

August 19, 20....

To

The Director,

Doordarshan Kendra,

Jalandhar.

Subject: **Suggesting improvements in T.V. Programmers**

Sir,

With the introduction of Television in a big way, another landmark has been achieved in the socio-economic life of the country. In a fast-developing country like India when new values are gaining ground, the role of the television can hardly be exaggerated.

Several programmes telecast by the Jalandhar Doordarshan Kendra are highly commendable. These include ‘Parivaran Lai’, ‘Mera Pind Mere Khet’, ‘World of Sports’. They are quite educative, informative and entertaining. But certain skits and serials being telecast are not up to the mark. Direct preaching mars the very purpose of the idea. There is a great scope for improving the plays and skits. Besides this, direction, music and acting’s in different programmes need improvement. Repetition of films and skits should be avoided.

Some good T.V. films selected from various walks of life should be telecast. Good feature films should also be telecast. The announcers and news readers should take care of their accent while making announcements and reading news.

I hope that these suggestions will receive the attention of the authorities.

Thanking you,

Yours faithfully,

X Y Z.