

## CHAPTER

**Rules:**

1. Keep left. Now we do not write the Sender's address (the topmost part) or the signature (the last part) on the right.
2. Write the subject before starting a formal letter.
3. Do not write 'from' and 'to'. Simply write the sender's address followed by the receiver's address. Leave one line in between the two.
4. After writing the receiver's address, leave one line and write the date.
5. The subject must be as short as possible. The outline of a formal letter is given below.

1. XYZ  
Examination Hall  
New Delhi- 110001  
1st December, 2015

} **Sender's address with date**

2. The Marketing Manager  
M/s ABC Publication  
Mukherjee Nagar  
New Delhi - 110009

} **Receiver's address**

3. Sub : Order for books } **Subject**

4. Dear Sir } **Salutation/Greeting**

This is to  
state .....

} **Body of the letter**

7. Yours Sincerely  
XYZ.

} **Subscription**

6. Thanking you } **Ending**

## REMEMBER

The format fetches you solid marks if it is correct and in adherence to the modern style.

### OPENING OF A LETTER

#### CASE-1

##### **Letter to the Editor:**

- Through this esteemed column of your prestigious newspaper, I would like to draw the attention of the concerned authority towards.....
- I would like to bring to the notice of the civic authorities and public, the sorry state of .....(mention the problem that you want to state) through your prestigious newspaper.

#### CASE-2

##### **General Complaint:**

- I regret to bring to your notice .....
- I would like to draw your attention towards .....
- It's high time you paid attention towards the .....
- I would like to lodge a complaint against .....
- It pains me greatly to write that .....

#### CASE-3

##### **Letter Containing General Information:**

- This is to state that .....
- It is stated that .....
- This is to bring to your notice that.....

#### CASE 4

##### **If the letter is a reply :**

- This is in reference to your letter no. 123/2015 dated 21/12/2015 .....
- I came across the advertisement dated 21/12/2015 published in 'The Times of India' and learnt that the post of Manager has fallen vacant in your company.

## ***Closing of A letter***

### **CASE - 1**

**Letter to editors regarding a problem that has remained unsolved despite several complaints.**

I hope this letter will prove to be an eye opener for the concerned authority and staff that have been sleeping over this matter for months.

### **CASE- 2**

**Letters to the concerned authority regarding a problem and its apathetic staff**

I hope you will take prompt actions for the redressal of my grievances and will take stern actions against the erring staff.

### **CASE- 3**

**Letters including some kind of business proposal.**

1. Looking forward to getting a positive response from you.
2. Looking forward to meeting you soon in response to my proposal.

### **CASE - 4**

**General complaint**

Please look into the matter and do the needful.

## SAMPLES

### LETTER- 1

XYZ

Examination Hall  
New Delhi- 110001  
1st December, 2015

The Editor  
Times of India  
12 A, KG Marg  
New Delhi- 1

#### **Sub: Chaotic State of Traffic on Delhi Roads**

Sir,

Through this prestigious column of your esteemed daily, I would like to draw the kind attention of the concerned authorities towards the chaotic conditions of traffic on the city roads that has worsened in the recent past and hence it is an obvious cause of concern. This has resulted in total confusion and anarchy on roads. Massive traffic jams and incidents of road rage have become routine affairs. Commuters get hassled due to heavy traffic jams since it takes a lot of time for them to reach their respective destinations. Most of them get late for their work and others miss their trains or flights and some sick and ailing ones fail to reach the hospital in time. Children going to school have their woeful tales to narrate.

Of course, these chaotic conditions are due to the increase in number of vehicles. Some stringent measures have to be adopted by the traffic police and civic authorities to improve the situation on the roads. Constructing more flyovers is only one of the possible steps that can be taken to lessen the pressure of traffic on roads. Efficient policing at the cross-road especially at peak hours has to be observed as well. More of us should use public transport than individual vehicles. Car pools should be encouraged and unnecessary travelling should be avoided during the peak hours.

Commuters as a civic community and the police need to come together to deal with this problem of traffic jams and overcrowding on the roads. Before the situation goes out of control, let's wake up to the need of minimizing jams on the roads and get down to doing something constructive to solve the problem.

Yours truly  
XYZ



## LETTER- 2

Vikas Kunj  
Pragati Colony  
New Delhi-11  
25<sup>th</sup> November, 2015

The Editor  
Times of India  
Kasturba Gandhi Marg  
New Delhi- 14

**Subject : Suggestions for making school curriculum more flexible and interesting**

Sir,

It is through the medium of your newspaper that I wish to bring to your notice, the stagnation and dullness of our educative system that seems to have an adverse effect on the students.

The education system has become totally mechanical and routine and it has robbed the students of the joy of learning. It has only become a memory-game and students are supposed to be just robots and figures to empty out during the 3 hour examination. The curriculum should integrate practical learning that is understood and learnt. A flexible and activity-based curriculum is the need of the present day environment and only this will lead to homogeneous growth of body and mind. There should be equal emphasis on personality development programme and academics. Talk shows, debates, games, quiz programme etc are the need of the hour. The future citizens of our country need to be independent, confident and take the world in their stride. The school is an ideal platform for the training of faculties of mind and body and the child's formative years can be moulded ideally in school.

I am sure my views will be shared by many other students, across the globe. The Education Department should take note of the sentiments of students while framing the curriculum.

Yours faithfully,  
Savita

### LETTER- 3

A. 8. Kalkaji Extension  
New Delhi  
5<sup>th</sup> August, 2015

The Editor,  
The Indian Express  
Bahadur Shah Zafar Marg  
New Delhi- 110002

#### **Sub : Computers — Wonders and Hazards**

Sir,

Through this column of your esteemed daily, I would like to draw the attention of the concerned authorities to the role of 'Computers- wonders and hazards'. Computers are sophisticated electronic devices which can perform many of the functions of the human brain. A computer is a wonderful and unique machine that excites and fascinates children and adult alike. Undoubtedly, the use of computers covers a range of areas. Indeed, advantages of the use of computers are many. They make calculations much faster and more accurately than any human brain would do. If data is correctly fed into a computer, it can even check and evaluate many books at much faster rate. No wonder, the use of computers in the banks and offices assures efficiency, accuracy and rapidity. These awesome electronic devices can predict the weather worldwide. Now, we can see it being used at railway stations, libraries, shops, restaurants, hotels etc apart from various banks and offices. Media for all types of communications are also greatly influenced by the use of computers. Even young boys and girls are found to be computer savvy and computers are a part of Curriculum in many schools. There is, however, a negative side to the computers as well. Workers and their organizations feel that computerization is likely to lead to unemployment as computers, being faster, leave slower humans behind. At a functional day-to-day level, too, computers have proved to be an obsession with our youth who tend to get distracted from their more essential task. What is required of us is to avail ourselves of all the benefits of computers with a sense of discrimination. The excess of it is of course hazardous and so we have to limit its use intelligently.

It is high that the concerned authorities did something to lessen the impact of computerization in the modern world.

Thanking you,

Yours truly  
Amitabh.

## LETTER- 4

18, Mall Road,  
Delhi- 9  
30<sup>th</sup> October, 2015

The Editor  
The Hindustan Times  
12, KG Marg  
New Delhi-1

### Sub : Protect Nature, Protect Life

Sir,

Through the columns of your esteemed daily, I would like to create awareness among the general public on the topic 'Protect nature, Protect life'. Nature and human life are connected in more than one way! 'Nature is also the most vivid expression of God.' It was in the lap of nature that life developed; so it's not wrong to address nature as also 'Mother Nature.' But as soon as humans evolved faster than the other forms of life, they declared their supremacy on the earth. In their urge for power, progress and materialism, they tried to exploit nature in many ways. Deforestation led to multiple problems like floods, lack of rainfall, soil erosion etc. It has resulted into overall environmental degradation. Cutting down trees – is it any less than murder? yes, it is a type of murder but which harms the killer himself. Afforestation is the only solution to mend the damage already caused. We should treat plants as our children and each family should plant more and more trees. Trees which have lessened considerably in number are the givers of oxygen and also absorb harmful gases like carbon dioxide.

The consequences are going to be drastic as usual with pollution also on the increase. With the increase in the number of vehicles, gases like carbon dioxide, sulphur dioxide and carbon monoxide have increased. But there are not many trees to absorb such gases. 'Chipko' movement which was started by nature lovers to protect trees should become today's trend setter. By saving our forests and planting more trees, we can solve the problem of pollution. This will also help us in finding a solution for global warming. I hope the general public will take appropriate steps to prevent further erosion of our natural wealth.

Thanking you,

Your truly  
Naina



## LETTER- 5

Lodhi Road  
Delhi-3  
10<sup>th</sup> October, 2015

The Editor  
The Hindustan Times  
New Delhi

### Sub : Tiger in Trouble

Sir,

Through the columns of your esteemed daily, I would like to highlight the plight of one of the most beautiful creations of God, the tiger. India, once upon a time, was a land of tigers. But where are they now? Today there are only about a few hundred tigers alive in our country and the number is dwindling.

'Massive poaching in the past two years has wiped out the entire tiger population at one of the tiger reserves in India,' says one of the investigation reports. Poaching has been in force inspite of laws made to protect tigers. Currently, the demand for tiger parts is centered in several parts of Asia, where there is a strong market for traditional medicines made from items like tiger bones and body parts. There has been little enforcement action against poachers and traders. Even though it is illegal to kill a tiger, wild tigers are still being poached today because their bones, whiskers and other body parts can be sold in the black market for a lot of money. Forestry and wildlife departments are too understaffed and under budgeted to be effective against the onslaught of poachers.

To add to the tiger's troubles, deforestation has also resulted in the acute loss of habitat. Due to conversion of forests into agricultural lands, only small islands of forest are left. As forest space is reduced, the number of animals left in the forest is also reduced and tigers cannot find their space to survive. The situation seems almost helpless.

A U.N. team of wildlife experts said that India is failing to protect its tigers through inefficiency and indifference, allowing well-organised poaching gangs to hunt down the majestic animals. This is definitely a matter of grave concern. If this is allowed to go on, man will have to suffer the effects of ecological imbalance born of non-stop poaching of the tigers.

Yours Sincerely  
Kavi



## LETTER- 6

18A, East Patel Nagar  
New Delhi-8  
15<sup>th</sup> October, 2015

To,  
The Editor  
The Times of India  
New Delhi - 1

### **Sub : Prevent Road Accidents**

Sir,

Serious accidents occurring on road is a matter of great concern for all of us. Not a day passes when we do not read reports about any serious road accidents. Almost everyone has been affected by such accidents at one time or the other, because a relative or friend is somehow connected to such accidents. The number of deaths per year per 10000 motor vehicles in India is 10 to 15 times more than that in developed countries. The number of motor vehicles is increasing day by day. Though it is a sign of improving economy of the country, it is bitter truth that it also adds to accidents on roads. Our inability to provide enough funds to widen the roads or to construct new roads in proportion to rise in vehicle population also results in perpetuating this state of affairs. Statistics for the last few years show that there is a large increase in the number of accidents year by year. Several persons are maimed for life. The productivity of several others reduces due to temporary incapacity. Broadly 30 percent of people dying in road accidents are below the age of 30 years. This means that the proportion of those dying in the prime of their life is quite large. It is clear that unless urgent remedial measures are taken, the occurrence of these accidents and resultant casualties will go on rising.

Yours Sincerely,  
Neena