

Letter to the Editor

A letter to the editor may be written to the editor of a newspaper or a magazine

Purpose :-

- to highlight a social issue or a problem on a wide range.
- In order to get it published in the said medium.

As it is a formal letter, the format has to be followed strictly. Only formal language can be used, i.e., abbreviations and slangs should be avoided.

Format

Leave a line

1. Sender's Address :
(3 lines)
House no. / Street / Block
Locality / Sector
Name of CITY

2. Date :
27 March 2022 / March 27, 2022

3. Receiver's Designation and Address :
(3 lines)
The Editor
The Hindustan Times
Name of City

4. Salutation : Sir / Madam
5. Subject of Letter : Name of the topic : To be underlined
It must be written in one line.

6. Body
Para 1 : Introduce Yourself and the purpose of writing the letter in Brief.

Ex. • Through the columns of your esteemed newspaper, I _____, would like to draw people's attention towards the very serious issue like _____ (topic) /

I wish _____, wish to draw the attention of the concerned authorities regarding (topic)

- Kindly allow me to use some space in your esteemed daily to express my views and concern on
- Kindly allow me to use some space in your esteemed daily to draw the attention of the concerned authorities to the nuisance of

Para 2 : Give detail of the Matter : Causes of problems and its consequences

Para 3 : Measures to be taken of with some suggestion.

Para 4 : Conclude by mentioning appealing to the concerned authorities/ readers.

Ex: • Hope some effective measures will soon be adopted to improve the existing situation.

- Hope the concerned authorities will take notice and do something in the direction.
- I hope the concerned authorities and the general public will see the gravity of the matter and some measures will be adopted.

7. Complimentary Closing : Subscription

Yours Truly / Faithfully ['Y' caps & 't' & 'f' small]

8. Sender's name, signature and designation (if any):

Name (No Mr/Mrs.)

No name write 'ABC' or 'XYZ'

Points to Remember

- Draw attention of the concerned Authorities / general Public towards the problem and NOT of the EDITOR.
- Request concerned authorities to take the action and NOT to the EDITOR.
- Raise the issue by citing some latest news items / Survey report etc.
- Analyze the issue try to find causes.
- It should ~~be~~ clearly establish the cause-effect relationship.
- Offer suggestions to solve the problem.
- Efforts to be taken to rectify the cause of the issue must be stated.
- Be courteous, even if critical.
- Formal language must be used.
- Don't ask ~~letter~~ the Editor to print your letter directly.

Sample 1

You are Samita / Sunil, resident of C-9, Vasant Kunj, Delhi. You find participation of children in various reality shows on T.V. a form of child exploitation. Write a letter to the editor of a national daily showing your concern about various forms of child exploitation prevailing prevalent in Educated, Urban society giving some suggestions to curtail it.

C-9, Vasant Kunj
Delhi

10th August 2011

The Editor
The Times of India
Delhi

Sir / Madam

Subject: Exploitation of children in Urban Society.

I want to draw the attention of the general public and the concerned authorities towards the above cited problem through this letter of mine in your newspaper.

In Urban societies parents are increasingly using their children as means of achieving their own unfulfilled wishes, resulting in physical and mental exploitation of the children. Forcing children to participate in reality shows or cajoling them to play roles in TV serials by shunning games are some examples of child exploitation. Even parents among audience of such programmes openly compare their wards with child actors on T.V. In school arena parents put pressure on their wards, to excel in the field of academics, sports and other activities alike without considering their field of interest and abilities.

The implication of exploitation of children in guise of making their future bright now. The diseases like obesity, diabetes and hypertension which ~~used~~ were known to be adult diseases a decade back are now common among children. Psychotic problems among children are also arising with cases of drug abuse, depression or suicide is reported frequently.

Authorities in the child right's department and educational institutes should come out with bolder steps to curb the problem. There should be a ban on all types of advertisements and programmes on TV with child actors below 14 years of age. There should be regular counselling for parents in schools.

to make them understand the consequences of stressing the children.

I hope the concerned authorities and the general public will see the gravity of the matter and some measures will be adopted to curtail child exploitation prevalent in Educated, Urban Society.

Yours Faithful faithfully
Samit Singh

Sample 2

Though there is a movement like 'Savashiksha Abhiyaan' and enrolling of underprivileged children in schools, there are still many children, like the one in the picture, who do not get go to school, rather have never seen a school. It is indeed disturbing. You decide to write a letter to the Editor of a newspaper expressing your views and steps to be taken. Write the letter in about 120 words.

87A, Saket Colony,
Sarita Vihar
New Delhi

25 October 2022

The Editor
The Times of India
New Delhi

Sir

Subject: Educating the Underprivileged

Through the columns of your reputed newspaper, I wish to draw the attention of general public towards the movement 'Sarvshiksha Abhiyaan' which aims to providing knowledge to all children.

The act RTE - Right to Education also ensures education for all children between the age of four to fourteen. But these movements and acts do not show themselves implemented anywhere especially in the underprivileged class. There are still many children who do not go to school. They either work as a domestic labourer in factories, dhobis, etc. It is disturbing to note that our government's plans are not bearing any fruits. It is all because of lack of awareness towards these kinds of movements.

We all need the help of print media as well as electronic media to spread messages of awareness to the masses. The underprivileged children must be made to realize that they have the right to get education. So, they must go to school. The foremost thing is to discourage child-labour so as to give these children a bright future.

Hope this letter of mine will get an appropriate space in your paper to spread awareness among the underprivileged children as well as their parents. I appeal to the concerned government officials to enforce regulatory measures and keep a check so that movement like 'Sarvshiksha Abhiyaan' becomes successful.

Yours truly
Siddhant Singh