

LETTER WRITING - FORMAL

Level 1 to 3

You are Ramesh / Ragini Singh, staying at A/207, Sunrise Villa, SV Road, Bhayander West, Thane - 401101 and you are writing a letter to...

1 The Commissioner of Police complaining him about the frequent robbery happening in your locality.

Subject: Complaint of Frequent Robbery in the Locality

Dear Sir/Madam,

I am writing to express my concern about the frequent robbery happening in our locality. I am a resident of A/207, Sunrise Villa, SV Road, Bhayander West, Thane - 401101, and I have noticed an increase in the number of robbery incidents in our area over the past few months.

It is becoming increasingly unsafe for the residents to walk around freely in our locality, especially during the night. Many residents have been robbed of their valuable belongings, which has caused a sense of fear and insecurity among us.

I request you to take immediate action and increase the police patrolling in our area. We need more security measures to be implemented to ensure the safety of the residents. I hope you will take this matter seriously and do the needful.

Thank you.

Yours sincerely,

Ramesh / Ragini Singh

2 The secretary of your building seeking his/her permission to use the terrace for your younger brother's birthday party.

Subject: Request for Permission to Use Terrace for Birthday Party

Respected Sir,

I hope this letter finds you in good health and spirits. I am writing to request your permission to use the terrace of our building for my younger brother's birthday party.

Sunrise Villa, I have always admired the beauty and serenity of our building's terrace.

The birthday party is planned for the evening of the April 7, and will be attended by close family and friends. We plan to keep the celebration small and intimate, with no loud music or disturbance to the other residents. We will ensure that the area is cleaned and cleared after the party.

I understand that the terrace is a shared space, and I am willing to follow any guidelines or restrictions set by the building committee. I would be grateful for your kind consideration and approval for the usage of the terrace. Thank you for your time and attention to this matter. Please let me know if there are any further requirements or information needed from my end.

Yours truly,

Ramesh / Ragini Singh

3 teacher of your school complaining about the bullying by one of your classmates.

Subject: Complaint of Bullying in School by Classmate

Dear Teacher,

I am writing to express my concern about the bullying behavior of one of my classmates.

As a student of 10th – A, I have witnessed this student's repeated acts of bullying towards several of our classmates. This has led to a toxic and uncomfortable learning environment for many of us.

I request you to take immediate action to address this issue and to ensure the safety and well-being of all students in the class. I urge you to talk to the student and counsel him/her about the negative impacts of such behavior. I would also appreciate it if you could involve the school authorities in taking the necessary steps to prevent such incidents from happening in the future.

Thank you for your attention to this matter. I hope for a positive response from you.

Yours truly,

Ramesh Singh.

4 To the traffic police commissioner complaining about the noise and danger to life by the negligent bike riders in your vicinity.

Subject: Complaint about Negligent Bike Riders in the Vicinity

Dear Sir,

I am writing to bring to your attention the constant noise and danger to life caused by the negligent bike riders in our vicinity. As a resident of SV Road, Bhayander West, I have been facing this issue for a while now. The bikers not only ride rashly, but also create a lot of noise pollution that affects our daily lives.

I request you to take strict action against such riders and ensure that they follow traffic rules and regulations. I also request you to increase the patrolling in our area to discourage such behavior. I am sure that your intervention will help in making our neighborhood a safer and quieter place.

Thank you for your attention to this matter.

Sincerely,

Ramesh / Ragini Singh

5 the Municipal commissioner thanking him/her for prompt action taken by him/her on the potholes on the roads.

Subject: Thanking for Prompt Action on Potholes on Roads

Dear Sir,

I am writing to express my gratitude for the prompt action taken by your team on the potholes on the roads. As a resident of Bhayander West, I have been noticing the deteriorating condition of the roads in our area. This not only caused inconvenience to the residents but also posed a threat to the safety of the commuters.

I am happy to see that the potholes have been filled up and the roads have been restored to their original condition. I commend your efforts in ensuring the well-being and comfort of the residents in our community.

Thank you once again for your prompt action.

Sincerely,

Ramesh / Ragini Singh

6 the bank manager requesting him to discontinue and close your bank account as you are migrating to another city.

Subject: Request to Discontinue and Close Bank Account due to Migration

Dear Sir/Madam,

I am writing this letter to inform you that I am migrating to another city and I would like to discontinue and close my bank account with your esteemed bank. My account number is XYZ-123456789 and the name under which the account is registered is Ramesh Singh.

I would appreciate it if you could guide me through the process of closing my account and inform me of any necessary documentation required to complete the process. Kindly let me know if there are any outstanding charges or payments that need to be settled before the account can be closed.

I would like to thank you and the bank staff for the excellent service rendered to me during my time as a customer. I am grateful for your support and cooperation throughout the years.

Please do the needful and inform me of the necessary steps to be taken to complete the closure of my account.

Thank you.

Yours sincerely,

Ramesh / Ragini Singh

7 the Corporator appreciating his work in ensuring cleanliness in your ward.

Subject: Gratitude for cleanliness

Dear Sir/Madam,

I am writing this letter to express my sincere appreciation for the excellent work done by you in ensuring cleanliness in our ward. The cleanliness and hygiene of our locality have significantly improved due to your efforts, and we are grateful for the same.

The cleanliness drive conducted by you and your team has made a positive impact on the community, and we can see visible improvements in the overall cleanliness of our locality. Your commitment towards maintaining a clean and healthy environment is commendable. I am confident that your continued efforts will lead to a cleaner and greener ward, and I hope that the community will continue to support you in this endeavor.

Once again, thank you for all the hard work and dedication.

Yours sincerely,

Ramesh / Ragini Singh

8 the Police Inspector of your Local police station expressing your gratitude towards the prompt action in finding your lost bicycle.

Subject: Gratitude for Finding Lost Bicycle

Dear Sir/Madam,

I am writing this letter to express my gratitude for the prompt action taken by you and your team in finding my lost bicycle. I had reported the matter to the local police station, and within a few hours, my bicycle was found and returned to me.

I appreciate the efforts taken by you and your team in tracing my bicycle and ensuring its safe return to me. Your quick response and efficient handling of the matter have left a lasting impression on me.

I would also like to thank the police staff for their cooperation and support during the entire process.

Thank you once again for your assistance in finding my lost bicycle.

Yours sincerely,

Ramesh / Ragini Singh

9 the principal of your school requesting him/her to grant you a permission to participate in a Television Quiz Show representing your school.

Subject: Request for Permission to Participate in Television Quiz Show representing School

Dear Sir/Madam,

I am writing this letter to request your permission to participate in a Television Quiz Show representing our school. The show is scheduled to be telecasted on April 2, 2023 on AlphaBeta Channel , and I am confident that I can represent our school with pride and honor.

I assure you that my participation in the quiz show will not affect my academic performance, and I will make sure that I complete all my assignments and homework on time. I am confident that this experience will not only enhance my knowledge but also serve as an excellent opportunity to promote our school's reputation.

I request you to kindly grant me permission to participate in the quiz show and provide me with any necessary guidance or assistance required to prepare for the same.

Thank you for your consideration.

Yours sincerely,

Ramesh / Ragini Singh

10 The Stationery Owner, placing an order of books for your school library, as instructed by your school principal and librarian.

Subject: Order for Books for School Library.

Dear Sir/Madam,

I am writing this letter on behalf of our school principal and librarian to place an order for books for our school library. We need a variety of books to enhance the reading experience of our students and promote a love for literature.

The books that we require include a range of fiction and non-fiction books for children of different age groups. We would appreciate it if you could provide us with a quotation for the same, along with the estimated delivery date.

We would like to emphasize that the quality of the books is of utmost importance to us, and we would appreciate it if you could ensure that the books are of high quality and free from any defects. We trust that you will provide us with the best possible service, and we look forward to receiving the books soon.

Thank you for your time and consideration.

Yours sincerely,

Ramesh / Ragini Singh