

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

LETTER WRITING – INFORMAL

Level 1 to 3

You are Ram / Rajni Sharma, staying at 201 / Sterling Park, MG Road, Bhayander West, Thane - 401101 and you are writing a letter to...

I the younger brother advising him on time management.

Dear [Brother's Name],

I hope this letter finds you in good health and spirits. As your elder sibling, it is my responsibility to guide you in the right direction. I have been observing your routine lately and I feel you are not managing your time well. You often waste your precious time on unnecessary things, and this is affecting your studies and other important tasks.

I advise you to start prioritizing your tasks and prepare a timetable for the day. Allocate sufficient time for studies, extracurricular activities, and personal leisure time. Stick to this schedule diligently and you will find that you have ample time to do everything that you want to do. Remember, time is a valuable asset and once lost, it cannot be regained.

I hope you will take my advice seriously and make the necessary changes in your routine.

I am always here to help you in case you need any guidance.

Take care and all the best!

Your loving brother,

Ram Sharma

2 the father staying abroad for work, asking about his health.

Dear Dad,

I hope this letter finds you in good health and high spirits. I have been missing you a lot lately and am eagerly waiting for you to come back home. How has your work been going? I hope everything is going well.

I want to know about your health. Have you been taking good care of yourself? Please do not neglect your health even in your busy schedule. Remember, your health is your wealth and without it, everything else becomes meaningless.

I am eagerly waiting for your return so that we can spend some quality time together. Please take care of yourself and keep me updated about your well-being.

With love and regards,

Your loving son,

Ram Sharma

3 the cousin inviting him / her for the Diwali Vacation.

Dear [Cousin's Name],

I hope this letter finds you in good health and happiness. As you know, Diwali is around the corner and I cannot wait to celebrate it with you. I miss the good old days when we used to celebrate Diwali together and have a lot of fun.

I would like to invite you to come and spend the Diwali vacation with us. We have planned a lot of activities and fun-filled events for the entire family. I am sure you will enjoy yourself to the fullest and create some unforgettable memories.

Please let me know if you can make it and the dates of your travel so that we can make the necessary arrangements.

Looking forward to your positive response.

With love and regards,

Your loving cousin,

Ram Sharma

4 a friend asking him to focus on studies more than play.

Dear [Friend's Name],

I hope this letter finds you in good health and spirits. As your friend, I am concerned about your studies. I have noticed that you are spending more time playing than studying. While it is important to have fun and enjoy life, it is equally important to focus on studies and secure a good future for yourself.

I advise you to balance your time between studies and play. Allocate sufficient time for studies and make a sincere effort to excel in your academic pursuits. Once you achieve your goals, you will have all the time in the world to play and enjoy life.

I hope you will take my advice in the right spirit and make the necessary changes in your routine.

With best wishes,

Your loving friend,

Ram Sharma.

5 a friend advising him / her to keep himself/herself away from bad company he/ she has fallen into. Advise him /her to concentrate on better things in life.

Dear [Friend's Name],

I hope this letter finds you well. I am writing to you with a heavy heart, as I am concerned about the company you have recently fallen into. You have always been a great friend, and I care about you deeply. Therefore, I feel it is my responsibility to bring to your attention that the people you are associating with are not a good influence on you.

It is essential to surround yourself with people who encourage you to be your best self, rather than pulling you down. From what I have heard, your current group of friends is engaging in activities that are harmful and illegal. I urge you to reconsider your choices and distance yourself from this group.

Instead of spending time with negative influences, I suggest you focus on more positive things in life. You have many talents and passions that you can pursue, which will bring you much more fulfillment and joy. Please know that I am here to support you in any way.

Take care of yourself and make the right choices.

Sincerely,

Ram Sharma

6 a friend, who lives abroad, inviting him for the Kite festival describing the festivities, excitement, and the fun.

Dear [Friend's Name],

I hope this letter finds you in the best of health and spirits. I am writing to invite you to the upcoming Kite festival in our town. This festival is a significant event in our culture, and it is celebrated with great excitement and enthusiasm. I am sure you will love it too.

The festival takes place every year on 14th January and lasts for two days. People from all over the town come together to fly kites and enjoy the festivities. There are various competitions, food stalls, and music performances that make this festival a truly memorable experience.

I would be delighted if you could come and join me in this celebration. I will arrange for your stay and ensure that you have a comfortable and enjoyable visit. It will also be an excellent opportunity for us to catch up and spend quality time together.

Please let me know if you can make it, and I will make all the necessary arrangements. I look forward to hearing from you soon.

Warm Regards,

[Your Name]

7 a friend describing the vicinity of the new town he /she has shifted in recently. Also speak about the new friends made and how has the new town been treating him / her.

Dear [Friend's Name],

It was great to hear from you after so long. I am glad that you have shifted to a new town and made some new friends. I would love to know more about your new home and the people you have met.

I am sure that the new town must be quite different from our hometown, with new experiences and challenges. How are you adjusting to the new environment? What are some of the exciting places you have visited? I would love to hear all about it. Also, tell me more about your new friends. Are they similar to the people we used to hang out with, or are they different? What do you like most about them?

I am excited to know more about your new life and would love to come and visit you sometime. Let me know if that is possible and when would be a good time.

Take care and keep in touch.

Best Wishes.

Your loving friend,

Ram Sharma.

8 your uncle who has sent you a big cash present on your birthday. Write a letter thanking him for it and also tell him how you will utilize the amount of the present.

Dear Uncle,

I hope this letter finds you in the best of your health and spirits. I wanted to take this opportunity to thank you for the generous cash present you sent me on my birthday. Your kind gesture has left me speechless, and I am extremely grateful for it.

As you may already know, I have been saving up to purchase a new laptop for my college work. Your gift has brought me one step closer to achieving my goal. I plan to utilize the amount you sent me towards the purchase of a high-end laptop, which will not only help me in my studies but also enhance my skills in other areas of interest.

Once again, I am truly thankful for your thoughtful gift and the love and affection you have always shown me. Please convey my regards to Aunt and the rest of the family.

With warm regards,

Your loving Godchild,

Ram Sharma

ARHAM PRIVATE TUTORIALS

9 to your friend advising him to be positive in every situation as he is feeling very low after a spell of ill health.

Dear [Friend's Name],

I was saddened to hear about your recent spell of ill health, but I am glad to know that you are on the road to recovery. I understand that it can be challenging to stay positive during such times, but it is essential to remember that positivity is the key to a healthy mind and body.

I would like to remind you that you have always been a fighter and have overcome many obstacles in your life. This time will not be any different, and I have complete faith that you will emerge stronger than ever. It is natural to feel low and demotivated, but it is crucial to focus on the good things in life and find joy in the little things.

I urge you to take care of yourself, both physically and mentally. Engage in activities that bring you happiness and surround yourself with positive and supportive people. Remember that tough times do not last, but tough people do. I am always here for you if you need a listening ear or a shoulder to lean on. Keep the faith and stay positive.

Warm regards,

Your loving friend,

Ram Sharma

10 to your elder cousin who is now married and call her home for Raksha Bandhan this year.

Dear [Cousin's Name],

I hope this letter finds you in the best of your health and spirits. I am writing to extend my warmest wishes on the occasion of Raksha Bandhan. Although we are miles apart, our bond of love and affection remains as strong as ever.

I was delighted to hear about your marriage, and I congratulate you on this new phase of your life. I am looking forward to meeting your husband and welcoming him to the family. As Raksha Bandhan is approaching, I would like to extend a warm invitation to you and your husband to visit us and celebrate the occasion together. It will be an excellent opportunity for us to catch up and relive old memories.

I hope this letter finds you well, and I eagerly await your response.

With warm regards,

Your brother and friend,

Ram Sharma