

Friday, 23 May 2025

## Formal Letter

### Defination:

- Formal letters are letters in formal, simple and polite language. Such letters follow a certain format.
- These letters are written for official purposes to authorities, companies, institutes, etc.
- Parts of Formal letter:
  - Sender's Address
  - Date
  - Receiver's designation [post] and address
  - Subject [topic]
  - Salutation
  - Body of the letter
    - Introductory Paragraph
    - Informative Paragraph
    - Conclusion Paragraph.
  - Complementary Close.

Introductory Paragraph: States the true power of writing the letter

Informative Paragraph: gives details of the problem, causes, effects, possible solutions, etc.

Conclusion Paragraph: States the hopes, comments, requests, suggestions.

### Letter To The Editor

Monsoon has arrived in India But You feel that your city

is not prepared to receive it due to poor maintenance of civic amenities, write a letter to the editor of a local daily highlighting the poor sanitary conditions of the city, Also include your suggestion for improvement. You are Kamal/Kamala sharma living at 10 Turner road, Clement town, Dehradun. [Word limit = 100-120]

✍

10, Turner Road

Clement Town

Dehradun

} Sender's address

26 May 2025

} Date

The Editor

The Doon Times

Dehradun

} Receiver's designation &amp; address

Subject

Subject - Expressing concern regarding poor sanitary condition in the city

Dear Madam/Sir } Salutation

Through the columns of your esteemed newspaper, I would like to highlight the problem of poor sanitary conditions in the city. Rains bring relief from the scorching heat but our city is not prepared to receive the rainfall. The sewers and drains are ~~clogged~~ clogged <sup>with</sup> ~~gar~~ [full of] plastic and other kinds of garbage. Proper drainage system for rain water is lacking in the city. Moreover, the roads have not ~~me~~ been mended from a long time. The rain



water gets collected in the pits of roads and becomes a breeding ground <sup>of mosquitoes</sup> and other such insects. The broken roads not only cause traffic jams but also accidents which result in grave [serious] injuries to people.

Poor sanitation gives rise to Malaria, Dengue, and other such diseases which not only affects the health of the but also precious ~~the~~ lives of people. The government should invent effective @ garbage disposal system. Filthy drains should be cleaned regularly. The roads should be repaired / mandate immediately.

I hope that my words reach the concerned authorities and prompt [Quick] action is taken to restore the maintenance and beauty of the city.

Yours Sincerely

Kamal Sharma

(A concerned citizen)

} Complementary Close.

### Marking Scheme

Format	:	1
Content	:	2
Organization of ideas	:	1
Accuracy	:	1



Date. 27/5

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Write a letter to ~~the~~ The Times of India about evoking awareness for the use of solar energy in the people of India. You are Rita/Rahul of 23, Vijay Nagar, Sector 14, NOIDA.

23 Vijay Nagar

Sector 14

NOIDA

27 May 2025

The Editor

The Times of India

New Delhi.

Subject: Highlighting the benefits of solar energy and the need to create awareness regarding it.

Dear Madam/Sir

Through the columns of your esteemed newspaper, I would like to highlight the need of using solar power. We all know that our Mother Earth is showing signs of declining health. It is due to ~~excess~~ excessive use of fossil fuels and pollution. Man has a constant and never-ending desire to lead a luxurious life and to make his life comfortable. He is over using electricity.

To find alternate sources of energy, we should switch over

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to the use of solar powered gadgets like solar powered cooker, solar water heater, solar lights, etc. The use of solar energy will be specially beneficial in the place where electricity has not yet reach or supply of electricity is insufficient.

The government should ~~promote~~ promote and subsidize solar power products so that more and more people buy and use them. Innovation in the field should be encouraged by the government. I am certain that by using solar energy we shall be able to decrease the pollution level and make earth green and clean again.

I hope that my letter will find in your newspaper and reach the concerned authorities and general public.

Yours Sincerely

Rahul



As Yasra/ Yasraf, the ~~83~~ Secretary of the RWA of your Society, residing at 493, Stargazing Apartments, New Bagh, you have noticed many small plots of lands lying unattended. You feel that the plots can be utilized to create green spaces where people can sit and relax. Write a letter to the editor of a National daily in about 120 words, highlighting the issue and urging necessary from the concerned department for improving the aesthetic appeal of your city.

493.

Stargazing Apartment

New Bagh

27 May 2025

The Editor

The Times of India

NOIDA

Subject: Urgent need to develop unattended plots into Green Spaces

Dear Sir/Madam

Through the columns of your esteemed newspaper, I wish to draw the attention of the concerned authorities to the numerous small plots of land lying unattended and neglected within our locality. These plots currently eyesores, are often misused for dumping waste.

Date. \_\_\_\_\_

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I believe these spaces can be transformed into much-needed green areas. Developing them into small parks or gardens would not only enhance the aesthetic appeal of our society but also provide residents with spaces to relax and connect with nature. This initiative could significantly improve the quality of life for everyone here.

I urge the relevant department to survey these plots and take necessary action to convert them into vibrant green pockets benefiting the entire community.

Yours Sincerely

Yousuf

Secretary, RWA

Stargazing Apartment.