1.Block format

Dhoke Syedan,

Rawalpindi,

May20,2021.

Subject: Shortage of water

The Editor,

The Dawn,

Rawalpindi.

Sir

Through the column of your newspaper I would like to draw the attention of concerned authorities towards the issue of shortage of water that is being faced by the residents of Dhoke syedan.Some people are using powerful motors to suck the water which consequently deprives others. Some times unscheduled load shedding brings about lack of water.

Due to said problem most of the people can not make ablution to offer their prayers. Women can not complete domestic chore without water. Even they can not wash the clothes of their family members on regular basis.

Since long we have been trying to approach the concerned authorities but they are paying no heed/attention to the said issue.

Therefore it is humbly requested to publish this letter in your newspaper to draw the attention of concerned authorities.

Thanking you in anticipation.

Yours faithfully,

M.Shariq,

Resident of Dhoke Syedaan.

Block modified format

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Simple format

**To whom it may concern**

Subject: over Burdon of assignments

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Yours sincerely,

M.Shariq,

BSSE-1E,

Roll # 1234

Date: