

Letter To The Editor



Format

Sender's address - [In 2-3 lines]

leave a line

25th March 2020 - [Date in official format]

leave a line

The Editor - [Receiver's Designation and address]

The Times of India / Hindustan Times

Bahadurshah Zafar Marg / Kasturba Gandhi
Marg

New Delhi

leave a line

Subject - [5-6 words]

leave a line

Sir / Ma'am

Through the columns of your esteemed newspaper I would like to draw the attention of the kind authorities towards the problem or issue of

[2nd para] - write the problems faced here.

Also write what can be done to resolve the issue.



leave a line

[3rd para] - Also write what can be done
the issue.

leave a line

[4th para] - I would be highly obliged if
you publish my letter in your newspaper
as it is in the interest of the public at
large.

leave a line

Yours faithfully

Signature

Name

[Designation]



Questions

Q)

You are Radha G, member of NGO AWAAZ.
Write a letter to the editor of a national daily
for a public movement to clean the Yamuna
river. (You must introduce yourself, describe
how the people are to be blamed for polluting
the river and suggest the need for installing
a water treatment plant to clean the river).

for consumption.

The people have been demanding a Water Treatment plant. The authorities have not yet responded to the repeated requests.

I would be highly obliged if you publish my letter in your newspaper as it is in the interest of the public at large.

Yours faithfully

Radha G

RADHA G

A concerned citizen