**Samples of Letters to the Editor**

**Write a letter to the editor and highlight the issue of street crimes in your city**

Examination Hall,

City A B C

22nd Aug, 2024

Editor,

Dawn News,

City D E F

Subject: Increasing Street Crimes in our city.

Dear Sir/Madam,

I am writing to bring urgent attention to a pressing issue that has increasingly affected our community: the rise in street crimes across our city.

Over the past several months, there has been a noticeable surge in incidents such as theft, vandalism, and assaults in various neighborhoods. Residents are expressing growing concerns about their safety as these crimes have become more frequent and brazen. This increase in criminal activity is not only causing fear among residents but also impacting local businesses and diminishing the overall quality of life.

The situation calls for immediate and decisive action. Increased police patrols in high-crime areas, community outreach programs, and stronger enforcement of existing laws are essential steps toward combating this trend. Additionally, engaging with community members to create neighborhood watch programs and providing support services for at-risk individuals could play a significant role in preventing crime.

It is crucial that we address this issue proactively to restore a sense of security and well-being in our city. I urge city officials, law enforcement agencies, and community leaders to collaborate on comprehensive strategies to tackle street crime and ensure the safety of all residents.

Thank you for your attention to this important matter. I hope this letter will spark necessary dialogue and prompt action to address the rising crime rates in our city.

Yours sincerely,

X.Y.Z.

**Sample Letter to the Editor to Highlight the Effects of Air Pollution**

Examination Hall,

City A B C

23rd August, 2024

The Editor,

The News,

City A B C

Subject: Increase of air pollution in Rawalpindi Islamabad.

Respected Sir/Ma’am,

I am writing to you to bring to your notice the increasing effect of air pollution in our neighbourhood and in the surrounding areas.

The twin cities have seen a rapid increase in the use of private transportation and the number of industrial sectors that have come up in recent years. This has increased the risks of serious health hazards, including breathing difficulties, chronic diseases, lung damage, nausea, fatigue, etc. The hospitals around the area have already seen an unexpected rise in the number of patients showing symptoms of chronic illness, and it is important that people and government authorities are made aware of this dangerous situation at the earliest.

Owing to the seriousness of this situation, I request you to kindly highlight the issue so that some action can be taken to curb the effect of air pollution and decrease the risk of people being affected by it.

Thanking you in anticipation.

Yours sincerely,

City A B C

**Sample Letter to the Editor of a Newspaper to Highlight the Issue of Open Manholes**

 Examination Hall,

City A B C

23rd August, 2024

The Editor,

The News,

City A B C

Subject: Open Manholes on G.T Road

Respected Sir/Ma’am,

I am writing to throw some light on the issue of open manholes in our area.

It has been more than a period of 6 months now since these manholes were opened, and there have been multiple accidents due to this. We have approached the local authorities and associations in this regard, but no action has been taken so far, and it is becoming a matter of great worry. There are children who walk to school every day, and there are a lot of working people taking this route as it is a road that connects the main road to the Electronic City area where most of the IT companies are located.

Kindly consider this issue and highlight it in your newspaper so that the authorities are made aware of the need to look into this situation as soon as possible in order to reduce the number of casualties. Thanking you for your kind consideration.

Yours sincerely,

X Y Z

**Sample Letter to the Editor Regarding Frequent Breakdown of Electricity**

 Examination Hall,

City A B C

23rd August, 2024

The Editor,

The News,

City A B C

Subject: Frequent Breakdown of Electricity

Respected Sir/Ma’am,

I have been living along with my family in Bahria Town for more than ten years now, and we have not faced much problems with electric supply in our area. Recently, we have been experiencing frequent breakdown of electricity for more than eight to nine hours.

These frequent breakdowns of electricity are affecting the day-to-day activities to a great extent. The residents of the area have been undergoing a lot of inconveniences due to this. No work goes as planned because we are not aware when we would have power supply and when we would not. There are continuous fluctuations in voltage which is also causing trouble by ruining the working condition of the electronic devices that are of regular use. School going children, working individuals, women and old people are affected by this situation.

It is necessary that the authorities of the Electricity Board take some responsibility to install powerful transformers and streamline the power supply. It would be of great help and relief to all the residents if you could highlight the situation in a column of your esteemed newspaper. We believe that this will get the attention of the authorities and some action would be taken at the earliest to relieve us of the difficulties we are facing due to the frequent breakdown of electricity.

Thank you for your time and consideration.

Yours sincerely,

X Y Z

**Business Letters (Samples)**

**What is a Business Letter?**

A business letter is written to a business firm (or a particular person).

Business letters can be written for a variety of purposes. Some of the reasons for writing business letters include

1. making an enquiry,
2. replying to an enquiry,
3. making a complaint related to a product/ service,
4. placing or cancelling orders,
5. getting information regarding order placed etc.

**Business Letter Samples**

**Write a letter for placing the order for the books to Gohar Publishers Ltd.**

Examination Hall,

City A B C

5 January, 2024

Gohar Publishers Ltd.

City A B C

Subject: Placing an order for books for the school library.

Dear Sir/Madam,

I would like to place an order with you for the following books:

English Grammar

Class 8th

20 Copies

English Grammar

Class 9th

30 Copies

Higher Mathematics

Class 11th

10 Copies

Higher Mathematics

Class 12th

20 Copies

The Story of My Life- Helen Keller

Novel

15 Copies

Kindly ensure that the books are of the latest edition and in proper state. It is a request to deliver these books latest by 5th January, 2025 and bills for the same shall be cleared at the time of delivery. Please offer a suitable discount on the purchase.

Thanking you in advance.

Yours faithfully,

X Y Z

Library Manager

**Write a letter to the customer service manager of Ganesh Electronics Pvt. Ltd. complaining about a defect in the music system purchased from the store.**

Examination Hall,

City A B C

11th September, 2024

Customer Service Manager

Ganesh Electronics Pvt. Ltd.

City A B C

Subject- Filing complaint for a defect in purchase no. MS-845/07/2020

Dear Sir/Madam,

I hereby write to complain regarding the defect in the music system w.r.t bill no. MS-845/07/2020 purchased on 11 July, 2024 from your store.

The music system worked properly for one month but it has not been functioning properly for the past three days. The sound breaks whilst the songs are being played and the system hangs multiple times. Coupled with this, the songs stop playing abruptly and require the system to be restarted. Since the music system is still in the warranty period of six months, I wish to get it replaced at the earliest.

I request you to look into this matter without any delay and provide a new working music system of the same brand. I have enclosed a copy of the bill of purchase for your reference.

Looking forward to your early response.

Thanking you in advance.

Yours sincerely,

X Y Z

**You wish to do Spanish learning course from the institute ‘Learn a Language’. Write a letter to enquire about course details, fees, duration etc.**

Examination Hall,

City A B C

21 August, 2024

The Manager

Learn a Language,

City A B C

Subject: Enquiring about Spanish learning course

Sir/ Ma’am,

I wish to enquire about the Spanish learning course offered by your institute. Since I have basic knowledge of Spanish language already, I wish to learn the language at an advanced level.

I request you to provide the following details relating to the advance level Spanish learning course:

Fee of the course

Duration of the course

Course material

Class schedule

Batch size (if any) and;

Other relevant details

Please attach the complete brochure along with the letter. I look forward to a quick response regarding the enquiry.

Thanking you in advance.

Yours sincerely,

X Y Z

**You are in-charge of purchase for Turbo Automobiles Ltd. Last week you made an order which is still pending. Write a letter to the manager of ‘Tools & Spares’ for the cancellation of the aforementioned order.**

Turbo Automobiles Ltd.

City A B C

23rd August, 2024

The Manager,

Tools & Spares

City A B C

Subject: Cancellation of order no. TS/948 dated 17th August, 2024

Dear Sir/Madam,

I want to draw your attention to an order made with you on 17th August, 2024 w.r.t order number TS/948. I hereby make a kind request to cancel this order.

Our company had undertaken a project for which this order was made. However, we are no longer doing the project and hence we do not require the items that we ordered from you. Since the order cancellation request is made within 10 days of the order placement, it is in compliance with your firm policies. No payment had been made and thus, there are no outstanding balances and the accounts stand clear.

Please confirm the cancellation of the order at the earliest. I shall make the cancellation payment after cancellation is confirmed. I have enclosed a copy of the original order receipt.

Thanking you for your consideration.

Yours faithfully,

X Y Z

Purchase in-charge