

# MS-WORD Practical Assignment 02

## **SPECIMEN OFFICAL LETTERS**

Kathmandu  
22 February, 2025

TO  
The Commissioner,  
Faizabad Division,  
Kathmandu, Nepal.

Sub: Request for Relief Measures Due to Earthquake

Sir,

I have the honor to submit that there has been a severe earthquake in Bhaktapur, causing immense damage. Nearly 75% of the village have been destroyed, and many people have lost their homes. Farmers have lost their standing crops and cattle.

There is a great need for immediate official assistance in various forms, and I urge the government to take necessary actions. I sincerely request that a relief camp be opened without delay to support the affected families.

I hope you will take swift action regarding this matter.

Yours faithfully.

Sharwan Jung Kunwar  
Bhaktapur, Nepal

To  
The Secretary,  
Related government department  
Kathmandu, Nepal.

Sub: Relief Measures Due to Earthquake

Design by Sharwan Jung Kunwar
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