Formal Letters

1.Write a letter to the editor on creating awareness among students to join defense courses.

XYZ

Krishna Kunj, Sec 15

Delhi

110007

6th October 2021

The Editor,

Times Of India

New Delhi

Subject- Creating awareness among students to join defense courses.

Sir,

I am Nikita, I am writing to you in order to create awareness among students to join the various defense courses. As we all know the main objective of the defense sector is to maintain national peace and security by defending the country from external threats and attacks. The zeal, enthusiasm, and desire to serve the nation can be fulfilled by joining the defense sector.

There is a need to create greater awareness among the youth about the armed forces as the preferred career option and offer them adequate guidance and opportunity. We need to join hands and start the collective work towards this, and this school is one step in that direction.

We need to ensure that all the students, irrespective of gender, get equal opportunity to serve the nation and enhance their career prospects.

I request you to highlight the importance in your newspaper column and arouse the interest among the youth.

Thank You

Yours Sincerely

Nikita Agarwal

2.Write a letter to the bank manager to add the nominee name for jeevan jyoti insurance scheme.

XYZ

Karol Bagh, Sec 20

Delhi

110007

6th October 2021

The Bank Manager,

State Bank Of India

New Street 22

Mumbai

Subject- To add the nominee name for jeevan jyoti insurance scheme.

Sir,

I am Radha, an account holder in your bank requests you to add the nominee name for the jeevan jyoti insurance scheme. I want to give my son's name as a nominee in my account. The information for the same is as follows-

Name-

Age-

Date of birth-

Relation with nominee-

I have attached my ID and address proof and also enclosed the nomination form for the jeevan jyoti insurance account. Kindly update as early as possible. Your promptness in this regard will be highly appreciated.

Thanks for your services.

Yours sincerely

Radha Charan

Account no-

3.Write a letter to the municipal council to have a separate grievance office for the public.

PQR

Vaishali Nagar, Sec 25

Jaipur

302004

6th October 2021

The Municipal Commissioner

High Road, 243

New Delhi

Subject- Request to have seperate grievance office for the public

Sir/Madam

I am Rahul, a resident of Jaipur city. I want to bring your kind attention to the unresolved grievances of the public in my Vaishali Nagar area. We people raise our complaints to the Municipal office but it is already flooded with so much day to day work that it doesn't have sufficient time to resolve the grievances and complaints of the general public.

People have to wait for days, sometimes even for months to receive the reply for the complaint raised. Additionally this will bring inconvenience to the layman. The residents of my area are in deep stress regarding this matter. Many applications from my side have already been sent but nothing so far has been done. If a separate redressal mechanism will be there then it will be very beneficial for we people.

So, I request you to look into the serious concern of mine and try to construct a separate grievance office as early as possible for the well being of the citizens.

Thank You

Yours Sincerely

Rahul Soni

4.Write a letter to your boss asking for leave to attend PG classes.

XXX

Vaishali Nagar, Sec 05

Jaipur

302004

6th October 2021

The Manager

Sahara Company

Jaipur

Subject- Asking for leave to attend PG classes.

Sir,

I am Priyanka, your employee writing this letter to request you to grant me leave to attend my PG classes. Actually this is my final year and exams are around the corner due to this college authorities have decided to resume the offline classes after the pandemic.

It is really important for me to attend the classes as I want to score good marks in my academics which will further help me to strengthen my CV that ultimately leads to my career growth. I have completed all the previous tasks and assignments given by you before the due date.

I won't be able to work from 10th october to 20th october, and will resume my work from 21st october. Please consider my letter and approve the same for the prescribed period. I shall be really very grateful to you.

Thank You

Yours Sincerely

Priyanka Gupta

5.Write a letter to the editor on creating awareness about Government recently announced people welfare schemes among the public.

XYZ

Salt lake, Lane 15

Kolkata

110007

6th October 2021

The Editor,

Indian Express

New Delhi

Subject- To create awareness about Government welfare schemes among the public.

Sir,

I am Juhi, secretary of MADAD Foundation, writing this letter to express my concerns for those who are not able to get the benefits of various public schemes initiated by the Government for the welfare of the needy ones.

As we all know 364 million people live below the poverty line according to the recent survey, to eradicate poverty and uplift the weaker section of the society, the government launches various schemes that would help them, unfortunately the one who needs welfare schemes the most, always deprived from the benefits provided by the government. The government is trying to reach the maximum number of poor and needy people through the internet, advertisements, government apps etc.

So I request you to publish the aforesaid in your esteemed column of your newspaper and help them to live a better life by taking the full benefits of the Government welfare schemes.

Thank You

Yours sincerely

Juhi Sharma

Secretary of MADAD Foundation

6.Write a letter to your nearest police station regarding atrocities against women in your locality.

XYZ

Krishna Kunj, Sec 15

Delhi

110007

1st November 2021

The Inspector General

Old Delhi Police Station

New Delhi

Subject- Complaint regarding atrocities against women in my locality

Sir,

I am constrained to draw your attention to the highly unpleasant and cruel act happening against women in my society. Most of the time it turned into physical violence and injury.

Women in my area are not safe, cases of atrocities like bride burning, dowry death, femicide, infanticide are most common. Because of the rare sight of the police, crimes like these are faced by one in three women in my locality. Women keep their mouth mum in order to keep the family together and always tolerate violence. But not anymore, many people from our locality have raised complaint but no further action has been taken.

It is my humble request to take strict action against these cruel people living freely in the locality. And to combat violence and other abuses against women, police must focus on the safety of women.

Thanking You sir,

Yours Faithfully

Anuradha

7. Write a letter to the municipal Corporation to provide basic amenities and sanitation facilities in your area.

PQR

Vaishali Nagar, Sec 25

Jaipur

302004

1st November 2021

The Municipal Commissioner

High Road, 243

New Delhi

Subject- To provide basic amenities and sanitation facilities in my area

Sir/Madam

I am Geeta, a resident of Jaipur city. I want to bring your kind attention to failure in providing basic amenities and sanitation facilities in my Vaishali Nagar area.

As our area is thickly populated, not every household gets basic amenities such as safe drinking water, sanitation, housing, all weather roads to the village, electrification, fuel, connectivity, healthcare centre, school. Due to the lack of these facilities we people have to face many problems, this affects our daily work as well. Deprivation of proper sanitation leads to many health related problems to every citizen living in this area.

Thus, I request the concerned authorities to look into the matter and take immediate steps for providing basic amenities and sanitation facilities as soon as possible and help them to live a better life. Your effort will be highly appreciable.

Thanking you

Yours Sincerely

Geeta Sharma

8.Write a letter to the drug inspector to stop illegal medical practitioners.

XYZ

Vishakha Kunj, Sec 15

Delhi

110007

1st November 2021

The Drug Inspector

Old Delhi Police Station

New Delhi

Subject- To stop illegal medical practitioners

Sir,

I am Ankita, secretary of Savdhaan India, writing to you in order to create awareness about increasing illegal medical practices in the city.

There are so many persons in this city who are neither qualified to practice nor possess the requisite license of selling medicines. They do not have the required knowledge, skill or qualification but they pretend to be professionals. Such medical practitioners have long been popular in the city and their numbers have been rising by the year. The unfair selling of medicines destroys the lives of many people. By this many people have suffered and some of them even lost their lives.

So I request you to look into this matter and strict action must be taken to avoid further mishappening with the innocent people.

Thanking You

Yours Sincerely,

Ankita Tak

9.Write a letter to your bank manager to sanction an educational loan as soon as possible.

XYZ

Karol Bagh, Sec 20

Delhi

110007

1st November 2021

The Bank Manager,

State Bank Of India

New Street 22

Mumbai

Subject- To sanction an educational loan

Sir,

I am Radha, an account holder in your bank, requesting you to sanction me a loan of amount 20,00,000 for my education purpose to pursue higher studies.

I secured an admission in Oxford University which is located in England to study Masters in Business Administration and admission for the same will start from December 1st with a duration of 2 years. I need an amount of rs 20,00,000 to meet expenses including both college fees as well as hostel fees.

I will pay all the EMI and dues as per the banking guidelines on a timely basis. and I am attaching my scorecard and admission letter along with this letter. Looking forward to your response. And thank you in advance for your services.

Yours Sincerely

Radha Gupta

10. Write a letter to your previous employer to release your PF fund.

XYZ

Vishakha Kunj, Sec 15

Delhi

110007

1st November 2021

The Manager

Infosys

New Delhi

Subject- Transfer of Provident Fund

Sir,

I am Arjun, your former employee working under you as a supervisor requests you to transfer my PF fund online. The PF fund is regarded as a safe long-term investment for employees.

As we all know the process for PF Transfer is seamless and straightforward with UAN. The Employees Provident Fund Organisation (EPFO) has made provision for employees to transfer EPF with ease. I have submitted the PF transfer form online, you just verify, approve and submit the request online through the portal.

I am attaching all the necessary details and documents along with this letter that would require while transferring the fund. So I request you to release the fund as soon as possible.

Thanking You!!

Yours sincerely

Arjun Saxena

11. Write a letter to the school union to maintain the dress code while taking classes on-line.

PQR

Vaishali Nagar, Sec 25

Delhi

302004

1st November 2021

The School Union

Delhi Public School

New Delhi

Subject- To maintain the dress code while taking classes on-line

Sir/Madam,

I am Rishabh, a father of one of your students, requesting you to maintain the dress code while taking virtual classes. As we all know Teachers and students enter a new world of virtual lectures and worksheets as the lockdown brought about by the coronavirus shuts down schools and colleges. So sometimes teachers are inappropriately dressed while conducting online classes.

Thus, my concern regarding this is that they have to wear formal clothes. No inappropriate dressing should be allowed. The students are also in their uniforms. There can be no deviation from this rule

The dress code for faculty is noted down in the handbook of the teachers' code of conduct. Even during online classes, male teachers have to wear ties and no sleeveless dresses will be permitted for the women teacher. These are the basic codes which pre-existed and remain in place during the online classes.

Thanking You,

Yours Sincerely

Rishabh Chopra

12.Write a letter to your previous employer to issue an experience certificate to attend an interview for the next level.

XYZ

Vishal Nagar, Sec 15

Delhi

110007

1st November 2021

The Manager

Deloitte

New Delhi

Subject- Issuance of an experience certificate

Sir,

I am writing this letter to bring to your attention that I was a former employee of your company, and worked as Senior Auditor in the Price Tag Department for three years. I joined as a fresher and learned a lot in these three years.

Experience of working in such a big and renowned company is tremendous. I really appreciate your efforts and the company's contribution in my career growth. As it boosts and strengthens my Job profile. I am requesting you to issue my experience certificate as I got an opportunity to attend an interview with Apple company next week. And the certificate will play a crucial role in securing the job position in that company.

Your effort would help me in my career growth. I will be highly obliged for the same. I am eagerly waiting for your response. Thank you in advance.

Yours faithfully

Preksha Soni

13. Write a letter to the PM office to release the PM welfare fund to the children who lost their parents due to the pandemic.

PQR

Vaishali Nagar, Sec 25

Jaipur

302004

1st November 2021

The Officer

Prime Minister Office

New Delhi

Subject- To release the PM welfare fund to the children who lost their parents due to the pandemic

Sir,

I am Raju, head of Vishwas NGO. I want you to release the PM welfare fund to the children who lost their parents due to the pandemic. We all know that Prime Minister Narendra Modi announced that all children who have lost both parents or guardians due to coronavirus will be supported under the 'PM-CARES for Children' scheme.

The PM said that such children will get a monthly stipend once they turn 18 and a fund of ₹10 lakh when they turn 23 from PM-CARES. It will contribute through a specially designed scheme to create a corpus of ₹10 lakh for each child when the child reaches 18 years of age. It will be used to give monthly financial

support from 18-23 years of age to take care of the child's personal requirements during the period of higher education.

So it's now the time to release the aforesaid amount to the needy ones, buckets of gratitude for such action on behalf of every individual of the country.

Yours Sincerely

Raju Chotia

14.Write a letter to the bank manager to provide more loans to local traders since they depend on local lenders with high interest for their day to day business.

XYZ

Karol Bagh, Sec 20

Delhi

110007

1st November 2021

The Bank Manager,

Punjab National Bank

New Street 22

Mumbai

Subject- To provide more loans to local traders

Sir,

I am writing this letter to bring to your attention that due to the less loan disbursement to the local traders by your bank, they are highly dependent on local lenders to meet the expenses related to the day to day business activities.

These local lenders in turn exploit the traders by charging higher rates of interest as compared to the banks. Lack of availability of loan facilities by the banks, the village or local mahajan continues to be an indispensable source of credit to the traders. There is so much corruption and so many cases of traders being asked to repay loans they have never taken or to repay much more interest.

So this is my utmost request to grant more loans to the local traders to save them from such exploitation.

Thanking You

Yours Sincerely,

Bhavya Gandhi

15. Write a letter to the insurance officer to settle your claim after the end of the lock in period.

PQR

Vaishali Nagar, Sec 25

Jaipur

302004

1st November 2021

The Officer

Jeevan Insurance Corporation

New Delhi

Subject- To settle claims after the end of the lock in period

Sir/Madam

I am Mohan, insurance policy holder in your company writing this letter in regards to the pending insurance claim as the lock in period of the policy has ended.

Now the term of the insurance policy is over and the policy is matured. I request you to complete all the formalities related to the claim of policy amount. As it's been 15 days since the completion of the lock-in-period. I have contacted several times but no proper response has been entertained. The policy amount is Rs 3,50,000 to be transferred to the bank a/c _____.

I am attaching my necessary documents and policy details along with this letter. Please look into this matter and try to claim my amount as early as possible. I would be highly obliged to you for this. Thank You

Yours Faithfully

Mohan Jain

16. Write a letter to the department head to get transferred to your native place.

XYZ

Salt lake, Lane 15

Kolkata

110007

1st November 2021

The Manager

Department Head

Bandhan Cooperative Society

Mumbai

Subject- Want transfer to my native place

Sir,

I am Ritika, working in Bandhan Cooperative Society for the last seven years. I would like to convey my request to approve my transfer letter from Kolkata head office to my native place Asansol. I don't want to discontinue the service as I have had an excellent experience here.

There are some personal reasons for the transfer letter. Nowadays the health of my mother is not well, she needs proper care as I am the single child of my mother. It is my utmost responsibility to take care of her health. In the last seven years you have seen my hardwork and dedication towards every task assigned by you. And I am very keen to contribute my coming years to the growth of the company.

I would be extremely happy if you approve my transfer and I am eagerly waiting for your response. Please consider my letter. I shall be really very grateful to you.

Yours sincerely

Ritika Agarwal

17. Write a letter to the ministry of electronics to ban unnecessary online game apps and YouTube videos.

XYZ

Salt lake, Lane 15

Kolkata

110007

1st November 2021

The Minister

Ministry Of Electronics and Information Technology

New Delhi

003300

Subject- To ban unnecessary online game apps and YouTube videos

Sir,

I am Rekha, secretary of HELP Foundation, writing this letter to express my concerns to ban all the unnecessary online game apps as well as videos from YouTube.

These unwanted apps and videos destroy the health and ruin the mind of a growing child as they get distracted from their studies. Addiction to this proves to be very harmful for their entire life. All the parents including me are so tensed by seeing their kids engaging most of their times in playing and watching. The apps and videos don't actually present any threats that don't already exist elsewhere online. The danger is that the threats exist in a new online environment we and our child may not be familiar with.

This is the high time to take precautionary steps by banning online apps and videos to save the future of these kids. Please consider my request. All parents shall be really very grateful to you.

Thanking You!!

Yours Sincerely

Rekha Sharma

18. Write a letter to district administration to conduct classes in rural villages for digital payment.

XXX

Vaishali Nagar, Sec 05

Ladnun

302004

1st November 2021

The Officer

District Administration

Nagaur

Subject- Conducting classes in rural villages for digital payment

Sir,

I am Banwari, a local resident of Ladnun, writing this letter to express my concerns to conduct classes in my area including rural villages for digital payment to create awareness about digital payments among people and make them aware about the advantages of digital payments to convert India into a less-cash society.

As the Government is targeting to promote digital payments and support development of low cost and easy to use digital payment solutions for all sections of the society. You may spread awareness about digital payments by organising different programs, camps, rallies, gram sabhas, Digi Melas, Garib Kalyan Melas, Nukkad Natak, bike rallies, digital marathons etc. Classes about using digital solutions like smartphone

based transactions and use of credit/debit cards at PoS solutions are the most required one for the village people.

Some people still don't have access to banks. To overcome these challenges, more awareness campaigns and training camps should be arranged in rural areas to educate people about the benefits of having bank accounts and doing digital payments. So I request you to take necessary steps and help them to live a better life by contributing to India becoming a cashless society.

Yours Faithfully

Banwari Purohit

19. Write a letter to the district administration to stop child marriage in your locality.

XXX

First Patti, Sec 05

Ladnun

302004

1st November 2021

The Officer

District Administration

Nagaur

Subject- To stop child marriage in your society

Sir,

I am Piyush, writing this letter to draw your attention to the increasing child marriages in my locality. Child marriage is an extreme violation of children's rights and a serious form of child abuse. It robs girls of their agency, their childhood, their well being and their potential.

Being married too young forces girls into physical and emotional relationships they are not ready for, that they have not chosen, and that they have little control over. It is an act of gender-based violence that isolates girls and exposes them to physical, sexual and emotional abuse and the risks associated with early pregnancy and childbirth.

Governments have the opportunity to transform the future for millions of girls – and for their societies. To achieve this, governments must do more to develop and implement multi sectoral, holistic national action plans to end child marriage, coordinating across ministries and stakeholders to deliver effective, joined-up approaches that tackle the root causes of gender inequality.

So a holistic approach has been required to end this cruel act, I request you to look into the serious concern of mine and try to take immediate steps as early as possible for the well being of the citizens.

Yours sincerely

Piyush Soni

20. Write a letter to the editor on creating awareness among Indian citizens to follow covid-19 protocols.

XYZ

Krishna Kunj, Sec 15

Delhi

110007

1st November 2021

The Editor,

Times Of India

New Delhi

Subject- Creating awareness among citizens to follow covid-19 protocols.

Sir,

I am Pinki, writing to you in order to create awareness among the public to follow covid-19 protocols. We have to take the danger of the coronavirus seriously. One of the ways to protect against and combat this deadly contagious disease is wearing masks.

People must be encouraged to wash hands frequently, use antiseptics to clean household items, wear masks in public places, avoid meeting people with colds and coughs, observe physical distance, avoid crowded places, and stay home as much as possible. Different public awareness campaigns should be launched by the government, and also provide masks and awareness messages about COVID-19 virus. They also use video messages on health and hygiene that have proved effective with poor and mostly illiterate communities.

We need to ensure that all the people, irrespective of their age, whether vaccinated or not, must follow the covid-19 protocols. I request you to highlight the importance in your newspaper column.

Yours Sincerely

Pinki Bhasin

Informal Letters

1.Write a congratulation letter to your friend on getting promotion in the Bank.

26 Karol Bagh

Near Oxford High School

New Delhi-110007

26th October 2021

Dear Radha,

Hello my friend, hope you and your family are absolutely fine, recently I heard about your promotion to the Branch Manager. This news of your promotion has come as a great delight to all of us here. Congratulations for your well deserved promotion.

I have always known how talented you are and your advancement speaks itself about your capabilities. I know how much effort you always put to accomplish every task and duty assigned to you. I'm so proud of you for always setting your targets high and making every effort to achieve that goal. I hope you are able to meet the new challenges very smoothly and efficiently.

Thank you for inspiring all of us to work hard and get what you want in your life.You are truly a role model for many of us. I have no doubt that your knowledge and experience will prove to be an asset for the bank. Good luck for your future and may god always shower his blessings on you.

Enjoy your new position!!

Yours Lovingly

Seeta Gupta

2.Write a letter to your friend to attend your book publishing ceremony.

13 Vaishali Nagar

Near Old Post Office

Jaipur

220022

26th October 2021

Dear Reeta,

How are you buddy? Hope you are doing good. I am writing this letter with so much excitement and contentment that after a long span of time my book is now ready to publish and will launch in the market.

I had been waiting for this day for a very long time and finally it is happening this coming weekend in the Maharatna Publishing Hall. All the major publishers of the country are invited. And my book will be published by the honorable Vice President.

I am expecting your arrival in this book publishing ceremony and want you to join in my most precious moment of my life. Looking forward to seeing you there.

Yours Lovingly

Seeta

3.Write a letter to your father to inform about the tuition fee for the next semester since the current semester exam is about to finish.

Sec-12, Near LIC Office

Chandani Chowk

New Delhi

210032

26th october 2021

Dear Papa,

How are you papa? Hope you and mummy both are fine. I am fine here. I am performing very well in the exams and want to inform you that my current semester exam is going to finish this monday. And results for the same will be announced in the upcoming week. And the progress report is shared to you via email.

As this semester is ending my teacher asked me to deposit the next semester fees by the end of this month. If failure in the depositing of fees will lead to cancellation in the registration for the next semester. The fees which need to be deposited amounts to Rs. 25,000. So please send me the fees before the due date.

I will come home during the coming holidays. I'm eagerly waiting to meet you all. Love you and take care.

Your Lovely Daughter

Anupriya

4.Write a letter to your relative inviting them to participate in a local festival in your locality.

13 Avani Apartment

Salt Lake, Sec-15

Kolkata

223232

26th october 2021

Dear Cousin,

Hope this letter finds you and Uncle Aunty in good health. How are you? I am fine here. It has been a while since we met. Hence, I thought it would be a great idea to invite you all to the festival.

My society has decided to organise a local festival this month which is on 4th november to show the importance of the local festival. And I want all of you here for the same. I am writing in advance so that you can complete all your necessary work and join me without any excuses. I have invited other family members too. Some of my close friends are also coming.

The party's at 5o' clock in the evening and it will have high tea followed by dinner.
Local handicraft shops will be there, and artisans are also invited to show their talent. It will be full of fun and joy. The joy of celebrating festivals with all the relatives is truly unforgettable. Hope to see you there at the party.

Yours Lovingly

Mamta

5.Write a letter to your brother asking for money for father's open heart surgery.

13 Vaishali Nagar

Near Old Post Office

Jaipur

220022

26th october 2021

Dear Brother,

How are you brother? Hope your health is absolutely fine. My eyes became dim and my heart totally wrenched while writing this that our father received a severe heart attack last night. He is in the hospital right now.

I have consulted a heart specialist and he told me that the condition of our father's heart is vulnerable and we need to perform an open heart surgery. This open heart surgery treats heart problems including heart attacks and failures. So we are following the advice of the doctor.

For this I need two lakh rupees within three days. Please try to send it as early as possible. We need to save our father's life. You just don't take stress. I will give you every update and do as per the instructions of the doctor. Also I'm here with mummy to support her.

Yours Lovingly

Krishna

6. Write a letter to your friend advising him to take care of health during the pandemic.

26 Karol Bagh

Near Oxford High School

New Delhi-110007

4th November, 2021

Dear Rajesh,

How are you buddy? Hope you are doing good. As you know about the sudden surge of covid cases these days, you must take care of your health during the pandemic. I am sure you are following all these steps like- Washing your hands frequently, always with soap and water for at least 20 seconds, remember not to touch your face, do not share cups, food or drinks with others. Tell your parents, another family member or whomever that is taking care of you if you are feeling sick and ask to stay home.

Also be aware of false information and misconceptions, whether transmitted verbally or online. Take care of your body. Take a deep breath, stretch out or meditate. Try to eat healthy, balanced meals, exercise regularly, sleep a lot, and avoid harmful substances.

May these small steps save you from the deadly virus. Have some time for relaxing. Try to combine things you have to do with activities you enjoy. Hope to meet you very soon.

Yours Lovingly

Rahul Chauhan

7. Write a letter to your parents to invite them to attend a cultural festival in your college.

13 Vaishali Nagar

Near Old Post Office

Jaipur

220022

4th November, 2021

Dear Parents,

How are you Mummy Papa, hope you both are doing well, I am also fine here. I'm writing this letter to invite you both to attend a cultural festival organised by my college to celebrate the 50th foundation day next week.

This festival is organised for two full days with lots of activities, and some international guests are also invited. Inauguration of this festival will be done by the honourable Vice President. On the first day our college will give awards and certificates to those students who performed very well in their academics throughout the year, followed by a cultural event in the evening.

On the second day carnival will be organised for the entertainment of all the people presented there followed by parents-students game show organised especially by the professors of the college. The venue is the college campus. I hope to see both of you soon. Please do come Papa Mummy.

With regards,

Your Lovely Daughter

Vishakha Soni

8. Write a letter to your friend advising him to prepare for competitive exams.

Sec-12, Near LIC Office

Chandani Chowk

New Delhi

210032

4th November, 2021

Dear Supriya,

How are you my friend? Hope your health is absolutely fine. You have asked me to advise you for competitive examinations. Lakhs of students appeared for these exams but only a few of them got selected.

This is a white collar job. And most suitable to those students who want to serve the society. Basically it comes under the service sector and you get the opportunity to work under the government. For selection you must focus on quants, reasoning and english. And have to give special attention to current affairs to crack the examination and your speed should be very fast to solve every question, also you have to be very careful while answering the questions because 0.25 negative marking is also there.

You have to study very hard, your perseverance will take you to new heights. Start preparing for the exam from today itself. I will help you in every single step to secure a good and reputed job.

Yours Truly

Nisha Chandoli

9.Write a letter to your colleague to invite them for your sister's marriage.

13 Avani Apartment

Salt Lake, Sec-15

Kolkata

223232

4th November, 2021

Dear Shikha,

Hope this letter finds you and Uncle Aunty in good health. How are you? I am fine here. I am pleased to inform you that the marriage of my sister has been confirmed and it will be scheduled to take place from 27th november.

I am so excited for this wedding. I am writing in advance so that you can complete all your necessary work and attend all the functions without any excuses. You will get a formal invitation card also in which necessary information regarding date, venue and function with its timings has been mentioned.

So I am inviting you to the wedding along with your parents to shower their blessings to the newly wedded couple and for their happy and bright future. I have invited some other friends too. Hope to see you soon there. We will have a lot of fun.

With regards,

Yours Lovingly

Disha Gupta

10. Write a letter to your friend to invite them for a summer vacation trip.

13 Vaishali Nagar

Near Old Post Office

Jaipur

220022

4th November, 2021

Dear Rajesh,

How are you buddy? I hope this letter finds you in good health. I am very happy to know that our college has closed for summer vacation and a one and a half month vacation has started so it is time to plan for the trip. Some of us planned to go to Himachal Pradesh as we can't bear the scorching heat of Rajasthan in the summer.

This will be a seven-day trip with a group of twenty friends . We have booked the bus, also will pre book the hotel rooms because this is the peak season and we will not get tickets easily; most of the hotels are already full. Shimla, Manali, Dalhousie and Dharamshala should be covered in this trip. Trekking, rafting, skiing is the most common attraction of Himachal.

I am so excited for this adventurous trip, And I am sure after reading you were also planning to join us. I am waiting for your response. This will be an enjoyable experience for you. Give wishes to your parents.

Your Lovely Friend,

Piyush Sharma

11.Write a letter to your colleague to attend a retirement ceremony in your native place.

13 Avani Apartment

Salt Lake, Sec-15

Kolkata

223232

4th November, 2021

Dear Sushant,

Hello, hope you and your family are absolutely fine. As I already told you that my father is a government employee and he is going to retire this monday. So I am writing this letter to invite you to attend my father's retirement ceremony.

For this my family and some close relatives have planned a surprise ceremony for him to celebrate his continuous service for more than forty years. Some special guests have also been invited to this ceremony. The function will start at 5 o' clock in the evening followed by dinner in my residence.

Being his son, it is my duty to invite all of you to give your presence in one of the most important moments of his life. Hope to see you soon. I will be grateful to you.

Give my wishes to uncle aunty.

Yours Lovingly,

Sharmila Khan

12. Write a letter to your friend to attend an International Conference in your college.

26 Karol Bagh

Near Oxford High School

New Delhi-110007

4th November, 2021

Dear Dhanush,

How are you my friend? Hope you are doing good. I am writing this letter with so much excitement and contentment that finally my college is organising an International Conference in the first week of next month after two years. We are contributing our time day and night to make the event successful.

We all had been waiting for this day for a very long time and finally it is happening in the auditorium hall of our college. All the major business tycoons of the country and principals of famous colleges are invited. Conference will be started by the speech of the honorable Vice President.

I am expecting your arrival in this conference and not every college gets the opportunity to host this event. You will be able to learn so many new things in this International Conference . Looking forward to seeing you there.

Yours Truly

Dhani Jain

13.Write a letter to your friend asking them to arrange a get together party.

13 Vaishali Nagar

Near Old Post

Jaipur

220022

4th November, 2021

Dear Shahid,

How are you? How are your family members? I am fine here. It has been a while since we met. Hence, I thought it would be a great idea to arrange a get together party.

Parties are pretty much the happening thing everywhere. We must meet and greet, exchange pleasantries and spend a good gala time with close ones. This is a fair occasion for meeting old friends, and the one element that is a constant in all occasions, whether meetings, events, or get-togethers is food. Music, dance, game show all will be the attraction.

So celebrating social gatherings have gone through a splendid evolution. It has become more theme centric, with special catering and entertainment making it one big pompous occasion. Hope you can contribute your time in arranging the party. I need your efforts and time. Please message me about your views on this.

Yours Truly

Shanti Fernandes

14. Write a letter to your friend apologizing that you were not present at his marriage function.

13 Vaishali Nagar

Near Old Post Office

Jaipur

220022

4th November, 2021

Dear Rajesh,

Hey friend, how are you and how is bhabhi hope she is fine in her new home and get adjusted in her new life. I am so happy for you both. I am writing this letter to deeply apologize to you for not attending your marriage function.

When you invited me I was excited the most for your big day among all our friends. But due to my office work my boss has sent me to Dubai for three days to attend the two day conference meeting with the head of the Dubai association and for this I can't deny it to my boss. I really feel sorry for not attending your wedding. Please accept my apology letter.

My parents' wishes are with you both for your happily married life. I wish you both always stay together and happy in every aspect of your life.

Yours Truly

Rohit Choraria

15.Write a letter to your father to advise him to take medicine on time asking him to go for regular medical check up.

13 Avani Apartment

Salt Lake, Sec-15

Kolkata

223232

4th November, 2021

Dear Papa,

How are you papa? Hope you and mummy both are fine. I am fine here. I have heard from mummy that you are not taking care of yourself properly. We all are always tensed for your health, you have to take medicine on a regular basis as medicines help us live longer and healthier.

Mom also told me that you sometimes skip your meals also, don't do this papa this will affect your health. And you should go for regular medical check up because it prevents health issues, lower health care costs and also eliminates further growth of disease.

Through a preventive health check-up, you realize that you are healthy, which in turn offers peace of mind. And for that peace of mind promise me you will take medicines on time. And always go for regular medical check ups.

Don't take so much stress and take care of yourself, hope to meet you soon. Love you!!!

Your Lovely Son

Uday Chopra

16. Write a letter to your uncle asking his advice for choosing higher degree courses.

26 Karol Bagh

Near Oxford High School

New Delhi-110007

4th November, 2021

Dear Uncle,

How are you uncle? Hope you and aunty both are fine. I am also fine here. I am performing very well in the exams. Actually I need your help and I am writing this letter to ask you to advise me on choosing my higher degree courses.

As I am about to complete my higher secondary education next month, it is time to decide which course I should opt for. You are the best person whom I can take advice for my future as you have enough knowledge regarding higher degree courses. I inform you that I am a commerce student and suggest courses according to this stream. I am not interested in doing business. I have a keen interest in doing something new and creative.

Please guide me to the right path. I am waiting for your reply. I want to fulfill my parents' every dream. Help me to reach new heights of success in my life.

Yours Truly

Harsha

17. Write a letter to your friend to avoid taking junk food and inform him of its bad consequences.

13 Vaishali Nagar

Near Old Post Office

Jaipur

220022

4th November, 2021

Dear Rita,

Hello friend, I hope this letter finds you and Uncle Aunty in good health. How are you? I am fine here. Your mom told me that you eat fast food very frequently these days. Consuming regular amounts of fast and junk food will impact your quality of health, and will have negative effects on your body.

What you eat and drink each day affects your health and wellbeing, both physically and mentally. Good nutrition, along with regular exercise will help you maintain a healthy weight, while reducing your risk of chronic diseases such as heart disease.

Fast foods are a type of food you get from a restaurant designed to be delivered to you in the quickest way possible. Some fast foods can be healthy, but typically most fast foods are junk food. Eating Junk food regularly leads to increased risks of obesity and chronic diseases. To avoid the negative health risks to you, your diet needs to be nutritional and diverse. Small changes to your diet can make an immense difference to your health. Hope you avoid eating junk food. Take care of your health.

Yours Lovingly

Ravi Kathotia

18. Write a letter to your friend to come and visit your village this vacation.

26 Karol Bagh

Near Oxford High School

New Delhi-110007

4th November, 2021

Dear Radha,

It's been a while since I saw you, I hope this letter finds you and your family best in health. As vacations are approaching, I would like to give you a proposal of spending your coming days of vacation in my village. As I am also going there, why don't you join us? It's been three years we have not visited our farm house which is located in a very small village. So this vacation my family decided to plan a trip to the village for 15 days. You once wished to experience the life of villagers so here is a chance for you.

You will really feel very happy in the countryside, and get to know how people live in the village area and survive without using modern tools and techniques. The rural environment will refresh your soul. Fresh air will soothe your entire mind. And pure and fresh food enlightens your mood.

My grandparents will be very happy to see you there, try to spare some time from your busy days and enjoy the peaceful 15 days with us in the village. I hope to see you soon on the trip.

Yours Lovingly

Rama Sharma

19. Write a letter to your brother to request him to help you in your school project.

13 Avani Apartment

Salt Lake, Sec-15

Kolkata

223232

4th November, 2021

Dear Bhaiya,

How are you brother? Hope your health is absolutely fine. I need your urgent help. I want you to help me with my recent project work given by my science teacher. As you are an engineer you know most of the experiments, theories related to science and fiction. '

My topic is Tornado in a bottle experiment. I have searched this topic on youtube and google but nothing helped me so you are the last hope. And I have to perform it in front of the whole class with proper explanation. Scores of this project will be added to the marks of the final examination. So performing well in this project is important. Your knowledge will prove very beneficial to me.

I am waiting for your reply. Hope you will help me to score better in exams. See you soon bhaiya.

Yours Lovingly,

Yamini Khurana

20. Write a letter to your mother expressing your first day in the hostel.

Sec-12, Near LIC Office

Chandani Chowk

New Delhi

210032

4th November, 2021

Dear Mummy,

How are you mummy, hope you are not missing me much. Yesterday dad told me that you are so worried for me as I am going to hostel for the very first time. Here everyone is so cooperative and helpful. I was a little upset to part from you but now after meeting everyone I am happy and comfortable here.

The food we eat is good, we all do our breakfast, lunch and dinner together in the mess. My two roommates are also very lively, they help me in doing every little work in the room like cleaning, arranging clothes. I also arranged my cupboard properly. My first day in college was also fantastic. I made so many new friends.

After returning from college we went to the hostel's terrace and played badminton also. It was so fun playing with all of them. The hostel warden is so strict he takes rounds of every room thrice a day.

Don't worry about me, I'm taking my proper care here. I am missing you so much. Give regards to papa. Hope to meet you soon. Love you mummy.

Your lovely Daughter

Rajshree Dhakad