

ASM English Private Centre

01751337773/ 01860060068

Letter & Email

Letter

Akkelpur, Joypurhat

Date: 23 June, 2023

My dear Rotna,

I hope you are well by the grace of Allah. I'm also quite well. You wanted to know about my [প্রশ্নের about এর পরের অংশ] . Now I want to tell you about my [প্রশ্নের about এর পরের অংশ].

[DESCRIPTION]..... .

This is all for today. Convey my regards to your [FATHER] and love to [MY/ YOUR] younger ones

Yours lovingly

Jemi

Email:

From: mou@gmail.com

To: lima@gmail.com

Sub: about my country

My dear Lima,

I hope you are well by the grace of Allah. I'm also quite well. You wanted to know about my [প্রশ্নের about এর পরের অংশ] . Now I want to tell you about my [প্রশ্নের about এর পরের অংশ].

[DESCRIPTION]..... .

This is all for today. Convey my regards to your [FATHER] and love to [MY/ YOUR] younger ones

Yours lovingly

Mou

Description of Email & Letter:

1-Q. Write a letter to your Friend inviting him on the occasion of the marriage ceremony of your sister.

Or. A letter to your friend to attend your birthday party.

Or, A letter to your friend inviting him to join a picnic.

or, A letter to your friend inviting him to spend a few days with you during the summer vacation.

Or, A letter to your friend inviting him to a tea party.

Answer: You will be glad to know that [10th June] is the date of [marriage ceremony] of my [elder sister/ own]. I can't even think of passing this happy occasion without you. I hope that you will join us to increase our pleasure.

2. Q. A letter describing your native village.

Or, A letter describing foods and food habits in Bangladesh.

Or. A letter telling about Bangladesh and her people.

Or, A letter telling you about your country.

Dr. A letter informing some customs and ways of behaving in your country.

Answer: The name of my [COUNTRY] is [TILAKPUR]. The people of this [COUNTRY] are mostly Muslim, Hindu and Christians. We love to live in peace and harmony. We have three meals a day and our staple food is rice. I love my country/ Village and I am proud of [COUNTRY].

3 Q. A letter describing a picnic/ excursion/study tour.

or. A letter describing your experience, about a train journey.

or. A letter describing a picnic/ a place of historical interest.

or. A letter describing your visit to the national zoo.

or. A letter describing a memorable day of your life.

Answer: We went on a picnic by [boat] to [the zoo]. I was really overwhelmed to see various [scenery/ animals]. However, [the journey] in my heart I bore. It gave me much pleasure. It was a memorable day in my life.

4. Q. Write a letter to your father asking to send you some money.

Or, A letter to your father telling him about your progress in your studies.

Answer: My exam is at hand. I have prepared well for it. Please send me

some money to buy books after the exam.

5. Q. A letter to your younger brother advising him to be sincere and attentive to his studies.

Or. Advising him to give up the bad habit of smoking.

Or, Informing him about the bad effects of smoking.

Answer: it is said that [smoking/ keeping bad company] is as bad as committing suicide. [NAME] affects your brain and will spoil your career. As a result, you have failed in all subjects. So, you should give up [NAME].

6. Q. Write a letter to your friend about your future plan of life.

Or, A letter about your aim in life.

Or. A letter telling about why you want to be a teacher/doctor/ good politician/ social worker.

Or. A letter telling about what you intend after your graduation/ Degree exam.

Answer: Everybody should have an aim. So am I and my aim is to become as it is a noble profession to serve the poor people. So after my graduation I want to serve my nation as a teacher/ social worker/ politician/ doctor.

7-Q. A letter to your friend congratulating you on her/ his brilliant result/ success in the SSC/ HSC/ BA examination.

Answer: My joys know no bounds that you have got GPA 5 in the exam. Please accept my heartiest congratulation because you are really worthy of it.

Q-8. A letter to your friend asking him to return the book that he/she borrowed.

Answer: Accept my heartiest congratulation for getting GPA-5 because you are really worthy of it. But I am badly in need of the book that you borrowed from me, kindly return it as soon as possible.

9. Q. A letter to your friend expressing your condolence to her/his father's death.

Answer: I am very shocked to hear that your [father/ mother] is no more on earth. But none can escape death. It is irrecoverable. So you should try to do better in future.

10-Q. A letter to your friend consoling him at his failure in the SSC/HSC/BA exam.

Answer: I am very shocked to hear that you have failed in the exam. But What is lotted cannot be blotted. So you should try to do better in future.

Complaint Letter

Model-1

কোন অফিসে অভিযোগ করার ক্ষেত্রে প্রজ্ঞা

Q. Suppose, you are Karim/Kabita, one of the inhabitants of Dinajpur City Corporation. Recently the roads of your locality have been unusable due to heavy rainfalls and the sewerage drains are being hampered to flow water. People and the school going students cannot go to their offices, shops, schools and other places. Now, write a letter to the Mayor of your City Corporation complaining about the sufferings of the common people.

Answer:

To,
The Director,
Divisional Power Supply Directorate,
Dinajpur .
Subject: Complaint regarding excessive load shedding.
Sir,

With due respect we state that I / we **[SUPPOSE, YOU এর পর থেকে NOW এর আগের ফুল স্টপ পর্যন্ত]**.. In this situation, it becomes very urgent to take action on this endless suffering.

So, I humbly request you to take urgent steps for **[uninterrupted power supply in Moulvibazar district]**.

Loyal to you
Raisul Islam
For the residents of Moulvibazar district.

Model-2

কোন জিনিস ক্রয় / বিক্রয়ের ক্ষেত্রে প্রজ্ঞা

Q : Suppose, you have bought some books on general knowledge. But the books are damaged and have printing mistakes. Now, write a letter to the publishing company "Diamond Publishing" complaining about it

Answer:

To,

The Manager,

Diamond Publishing, Dhaka.

Subject: Complaint regarding supply of defective goods.

Sir/Madam

On February 1, 2024 I we **[SUPPOSE, YOU]** এর পর থেকে **NOW** এর আগের ফুল স্টপ পর্যন্ত]. To my dismay, I have not received the **[set]** I ordered for and have instead, received the wrong **[MAME]**. I am highly disappointed.

To resolve the problem, I would appreciate it if you could **replace [NAME]**. Please let me know as soon as possible what action you propose to take. I look forward to hearing from you within the next ten days. (Enclosed are copies of the transaction document and the receipt).

I look forward to your reply and a resolution to my problem and will wait (until the aforementioned time before seeking help from a consumer protection agency or the Better Business Bureau). Please contact me at the above address or by phone at 098100XXXXX.

Sincerely,

Varun Joshi

Enclosure(s)- Copy of receipt and transaction docs.

Alim,

Lecturer of English
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