

# LETTER FORMAT

Examination Hall,  
ABC College.

The editor,  
ABC newspaper,  
Karachi.

Subject: \_\_\_\_\_.

Respected sir,

Via the most reputed forum in terms of your newspaper, we, the locals of \_\_\_\_\_, want you to address our hectic problems to the respective official.

We have been experiencing the uniform troubles for ages and nobody seems to address it for making ease for us. You're the only source now who can put our troubles into the knowledge of the higher officials. Old, young and children are getting frustrated due to the fatality of the troubles. The scare of abrupt damage is always there. Parents are afraid of sending children to school and colleges. The problem of \_\_\_\_\_, has become the fact which can never be changed for the locals of \_\_\_\_\_. Exams are about to start and students need relaxation for being prepared for better results and amidst these troubles, they can't be up to the mark.

We hope that you will publish the matter as soon as possible in your newspaper and it will make respective officials take some measures for its fixing. We will be very grateful against the act of your cooperation.

Yours's faithful,  
The locals of \_\_\_\_\_.

Dated: \_\_\_\_\_.