



## **DELHI PUBLIC SCHOOL BANGALORE - EAST**

### **ENGLISH**

### **LETTER TO THE EDITOR**

**NAME:** \_\_\_\_\_ **CLASS: X** **SEC:** \_\_\_\_\_ **DATE:** \_\_\_\_\_

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A letter to the editor is a formal mode of correspondence through which a pertinent issue is brought to the notice of the editor by a concerned individual.

#### **Purpose of writing a letter to the Editor-**

Issues are brought to the notice of the editor so that public awareness can be generated and problems can be eradicated by forming concrete solutions.

#### **Format:**

Sender's Address House no. Area, Street City, Pincode
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<Leave a line>

Date –Expanded form (eg: 9<sup>th</sup> June 2020)

Receiver's Designation Name of the newspaper Receiver's Address City, Pincode
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**Salutation** (Dear Sir)

**Subject** – [Should be in 6 to 8 words]

**Introduction** – 1<sup>st</sup> Paragraph

(Stating the problem: 3 to 4 lines)

**Body**- 1 or 2 Paragraphs (8 to 10 lines)

Nature of the problem

Reasons

Consequences

Effects

## **Conclusion – 1 Paragraph**

Suggestions  
Remedies  
Solutions

Yours truly  
Sign  
Name  
Designation [if any]

### **Suggested Starting lines:**

Through the columns of your esteemed newspaper, I would like to highlight / I would like to express my elation / I would like to draw the attention to a persistent menace.....

I wish to draw the kind attention of the concerned authorities through the columns of your esteemed newspaper towards .....

### **Suggested End line:**

I would request you to print this article in your esteemed daily to make the concern authorities.....

### **Sample Letter:**

Avinash of Class 10 A happened to watch a street corner show in which animals like monkeys and dogs were forced to perform arduous tasks. His timely intervention saved the animals from the torture they were undergoing. He strongly felt about the incident and wrote a letter to the editor of a national daily about the treatment meted out to animals on the attitude of the people. Imagine yourself as Avinash and write a letter to the editor stating your concerns.

A2 West  
Sarjapur Road  
Bangalore -201301

9<sup>th</sup> April 2020

The Editor  
The Times of India  
2, MG road  
Bangalore- 206306

Dear Sir

Subject – Cruelty towards animals

Through the columns of your esteemed newspaper, I would like to emphasise on the insensitivity of people towards animals.

Yesterday, I happened to see a street corner show in which animals were forced to perform arduous tasks. I strongly felt that such treatment shown towards animals should be stopped and people should change their attitude towards them. Awareness towards animals and enforcement of more stringent laws would definitely bring about public cooperation and change the perspective of people towards animals.

I request you to print this article in your esteemed daily so that public awareness can be created and the concerned authorities take immediate actions so that appropriate laws can be enforced to stop cruelty on animals.

Yours truly

Sign

Avinash

Student of 10A

### **Practice Question**

The garbage system in your locality is seriously affected during the rainy season with non-bio-degradable wastes such as plastic bags, wrappers. Write a letter to the editor in 120 to 150 words highlighting the threats posed by the use of such waste materials and the necessity of a policy for its disposal.

### **Rough Draft**

**Teacher's Comment:-**

**Fair Draft**

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