# FORMAL LETTE R WIRTING

D-11 adarsh society

DS Marg lower parent.

Mumbai 400 008

* 11th June 2020

1. TO,
2. The Editor in chief
3. Hindustan Times Main street ,
4. Mumbai 400001
5. Subject pothokes in our locality is causing difficulties
6. Dear sir
7. With due respect I would like to inform you that due to potholes in roads we are facing a lot of difficulties in ouor area . monsoon season has already started a few days ago is increasing our problems
8. There are risk THAT PEOPLE might get hurt while driving on the roads having potholes especially with the children playing outsides .even for the pedestrianit has become quit difficult to walk through the roads
9. Therefore I wish to draw the attention of the concernced authorities with the help of your newspaper .
10. Hoefully you will be able to help us in drawing the attention and resolving the matter as early as possible .
11. Thanking you
12. Yours sincerily,
13. Raj tripathi