

# **PSBB LEARNING LEADERSHIP ACADEMY, BANGALORE**

## **LETTER TO THE EDITOR**

### **GRADE VII**

A letter to the editor is a letter in which the reader expresses his or her opinion about a recent publication or about an issue of concern.

#### **POINTS TO REMEMBER**

##### **DOs**

- The entire format right from address, content, to the end is written on the left side of the page.
- The tone of the letter is formal and to the point.
- Write clearly, be concise and get to the point.

##### **DON'T's**

- Not to use slang language, contractions or phrasal verbs
- Avoid the use of colloquialism
- Do not repeat yourself

#### **FORMAT**

##### **SENDER'S ADDRESS**

[3-4lines]

##### **DATE IN WORDS**

[10<sup>th</sup> September, 2020]

##### **THE DESIGNATION OF THE RECEIVER**

[The Editor]

##### **RECEIVER'S OFFICIAL ADDRESS**

[3-4LINES]

**SUBJECT:** Should be short and specific to make all the content clear

Dear Madam/Sir

#### **CONTENT IN 3 PARAGRAPHS**

PARA 1- Introduction and through the editorial column of your esteemed newspaper I wish to draw the kind attention of the concerned authorities regarding \_\_ (matter of concern-in brief) \_\_\_\_\_

PARA 2- all the details about the concerned matter to be mentioned

PARA 3- express what one would want the other person to do in response to the letter and thereby suggest ions

THANKING YOU

YOURS SINCERELY

FULL NAME

**EXAMPLE:**

You are Amit / Amita. Write a letter to the editor of The Hindu, Bangalore, briefing him about the problems faced by pedestrians due to the road side hawkers.

Flat no. 18  
Lakeview Apartments  
Bannerghatta road  
Bangalore 560076

4th November 2020

The Editor  
The Hindu  
M.G.Road  
Bangalore – 560067

Subject: Hawkers' menace

Sir/Madam

My name is Amit Reddy, a resident of Bannerghatta road. Through the Editorial column of your esteemed newspaper I wish to draw the Attention of the concerned authorities regarding the problems faced by the pedestrians due to the hawkers on the road.

As you are well aware Bannerghatta road is crowded during most of the time on any given day. Also you would be well aware about the extensive metro rail work going on in the city. Adding to this, the hawkers have also resorted to sell their wares on the roads. The hawkers are especially creating a menace on the road as they would stop their carts at any point on the road without considering the vehicles following them, and expect that their goods would get sold. This creates a lot of traffic on the roads and continuous honking adds to the noise pollution. I request the concerned authorities to take actions that benefit the people on the roads as well as the hawkers. As a suggestion maybe the hawkers could be given a specific area along the road where they can sell their things.

I hope that the authorities will read my letter and take action accordingly.

Thanking You

Yours faithfully

Amit Reddy

**PRACTISE:**

Write a letter to the editor of a National newspaper on the issue of garbage that is spread all through your locality.