

**MAHESH PUBLIC SCHOOL, JODHPUR**

**Subject: English**

**Class - IX**

**Worksheet – 5**

**Practice questions of writing formal letter**

- **Letter of Complaint**
- You are Gunjan, a resident of Delhi. You are a subscriber of a weekly magazine named Outlook. Lately you have not been receiving the copies of the magazine on a regular basis, write a letter to the Circulation Manager, Outlook regarding the non-receipt of copies. (100-120 words)
  
- **Letter of Enquiry**
- You are Samrat, a student of class IX and a resident of Mumbai. You are interested in learning French in your summer vacations. Write a letter to the Director of Language learning Institute, Colaba, Mumbai asking him about the various courses offered by the French during the summers. (100-120 words)