

MAHESH PUBLIC SCHOOL

Study material

Writing section: Formal letter

Class IX

What is letter writing?

Letter writing is an essential skill. In spite of the prevalence of e-mail and text messages, letters are still one of the most important and popular means of communication.

Types of Formal Letters

- 1. Complaint letter**
- 2. Enquiry letter**
- 3. Letters for placing an order**
- 4. Letter to Editor**

Steps to write a letter / Format

Sender's address

Date

Address of addressee

Salutation

Subject

Body of the letter

Thanking you

Complimentary close

Q.1 You are Saurabh Srivastava a resident of defence colony Bagdogra Siliguri. Your colony is facing several problems of inadequate and contaminated water supply. You decide to express your views and make the authorities aware of the situation by writing a letter to Editor The Siliguri Times, Siliguri. Write your letter in 100-120 words.

Defence colony

Bagdogra

Siliguri

5th April 2020

The Editor

The Siliguri Times

Siliguri

Sir

Subject: Inadequate and contaminated water supply

Through the column of your esteemed newspaper I would like to draw the attention towards your civic authorities to the inadequate and contaminated water supply in our locality.

It is unfortunate that the local civic authorities do not take care to provide the citizens with even basic amenities such as proper and adequate water supply. In our locality, water is supplied only for three hours in the morning. For the rest of the day the taps remain dry. Also, the supplied water is impure. It is unhygienic and inadequate.

There have been cases of water born diseases. The water born diseases may break out in the form of epidemic, if the problem is not properly addressed to.

It is expected that instead of ignoring the issue, the authorities concern will take immediate steps to ensure the supply of adequate and potable water in our locality. So that we residents are able to live disease free and healthy life.

Yours truly

Saurabh Srivastava

