

II. FORMAL LETTERS

(i) Letters to the Editor

Format (प्रारूप)

Address.....

Date :

The Editor

Sir

Sub. :

Communication.....

Thanking you

Yours truly

Signature.....

Name.....

[नोट : संपादक को पत्र लिखते समय subscription में Yours truly का प्रयोग करें क्योंकि strangers (अनजानों) के लिए इसका use करते हैं।]

1. You are Ram Karan Gurjar. Write a letter to the editor of a newspaper expressing your views on the deteriorating law and order situation in your city.

Ans.

21 Ram Nagar

B.B. Road

Banswara

21 Feb, 2018

The Editor

The Rajasthan Patrika

Banswara

Sir

Sub. : Deteriorating Law and Order situation in Banswara.

Through the columns of your esteemed newspaper I would like to draw the attention of the authorities towards the deteriorating law and order situation in Banswara.

According to the survey by the Crime Record Bureau, an NGO, the cases of chain-snatching, vehicle lifting, theft, murder, rape, eve-teasing, molesting, robbing have increased upto 30%.

I appeal the authorities to take strict action to curb these malpractice.

Thanking you

Yours truly

Ram Karan Gurjar

2. You are Arti Gupta. Write a letter to the editor of a newspaper complaining about environmental pollution by vehicles.

Ans.

Examination Hall

Jaipur

4 March 2018

The Editor

The Hindustan Times

Jaipur

Sir

Sub. : Environmental pollution by vehicles.

Through the columns of your esteemed newspaper, I would like to draw the attention of the authorities and the public to the growing menace of environmental pollution by vehicles.

The emission of smoke by vehicles is adding carbon dioxide in atmosphere. Consequently, the temperature is increasing. It disturbs the delicate environmental balance. It harms human beings in many ways. The hydrocarbons and other particles emitted by the vehicles add fuel to the fire.

The measures, given next, will be useful. 'Public Transport System' should be made fast, frequent, comfortable and cheap. Metro rails and sky bus are helpful. Eco-friendly devices add green fuel should be used in vehicles.

With thanks

Yours truly

Arti Gupta

Write a letter to the editor of a newspaper