

Unit-IV

Writing of letters and applications

Two types of Letters - 1. Formal
2. Informal

- But mainly used Formal letters in any official work so we shall see to write the format of formal letters.
- Write a letter to the editor of a newspaper reporting about the bad roads of Agra.

B 16/3 Sector-9
Agra. U.P.

10 Nov, 2021

The Editor,
The Hindustan Times
New Delhi

Subject - To inform the bad roads of Agra.

Dear Sir,

Through the columns of your esteemed newspaper

I wish to bring to the notice of the authorities the reasons and causes of the bad roads and some suggestion in my opinion to control the same.

Our Corporation needs a thorough shaking-up. Since its inception it has been busy in petty squabbles and nasty-politics without paying any attention to the civic amenities it must provide to the welfare of public at large is the horrible conditions of the roads in the city which has been the source of constant attraction to the tourists and foreign visitors. There are gaping holes in many roads which are dangerous not only to motorists but to pedestrians also. The surface of most roads is badly broken up. All this indicates the scandalous state of affairs existing in the Municipal Corporation Agra.

It will be glad if you publish this in your news paper and the concerned authorities will see the gravity of matter and some measure will be adopted to bad roads.

Thank you

Your faithfully

X, Y, Z