



Topic

Sample letters



Class

10



Approach

Read, Recall, Check, Practice,
Ask

SAMPLE 1:

Write a letter to the Editor of a newspaper suggesting how the problem of begging can be ended. You are XYZ of DD Road, Navi Mumbai.

Flat no.14,
DD Road,
Navi Mumbai.

February 21, 2020

The Editor,
The Hindustan Times,
Navi Mumbai.

Subject: Regarding the problem of begging & how it can be ended.

Dear Sir,

I shall feel obliged if you kindly publish the following few lines in 'Letters to the Editor' column of your esteemed paper.

Begging has become a great concern not just in Navi Mumbai but all over the country. Some beggars, no doubt, deserve our sympathy. They are handicapped.

They are unable to earn their living. But the pity is that most of the beggars are able-bodied. Begging has become a profession for them. They find it the easiest way to earn their living. Some of them are criminals. They beg only to hide their crimes. This large-scale begging is an abuse to the fair name of our country.

Begging is abolished by law. The government should open asylums for those beggars who are really helpless. Able-bodied beggars should be forced to work. If they go without work, they must also go without food. We should have no sympathy for such impostors. We should not encourage them by giving any financial help. We the citizens can thus play a big role in ending this evil.

Thanking you,

Yours faithfully,
XYZ

SAMPLE 2:

Write a letter to the Editor of a leading newspaper to tell him about the activities your school conducted following the Prime Minister's Swach Bharat Abhiyan.

23, Park Avenue Building,
Shastri Nagar Road,
Opp. D Mart,
Indore - 452001.

December 13, 2020.

The Editor
The Times of India
Sector 20A,
Indore - 452003

Subject: Information about the Swach Bharat Abhiyan in Indore International School

Dear Sir,

I am Rita Wadhwa, a student of Grade 10 of Indore International School. I am writing to let you know how the staff and students of our school diligently followed and actively participated in the Swach Bharat Abhiyan propagated by our honorable Prime Minister, Mr. Narendra Modi.

The students of Grade 1 to Grade 5 were given the responsibility of cleaning the corridors and ensuring that it is completely litter free. It was stimulating to see little hands working so meticulously and picking up each and every piece of paper or rubbish that they saw in the school corridors.

The students of the middle school took up the task of cleaning the outside of the school and divided themselves into groups. The team even made posters to create awareness about the campaign and went house after house to motivate people to keep their houses and surroundings clean.

We also wrote letters to the local Municipal Corporation, requesting him to get the garbage bin outside our school cleared often and if possible to move it to another place since it is the breeding place of insects and mosquitoes.

I truly wish that more and more schools and educational institutions conduct such campaigns. Printing news about our campaign could encourage them to organize such cleanliness drives. Thus, I request you to publish this news in your Indore Special Edition.

Thanking you,

Yours sincerely,
Rita Wadhwa

SAMPLE 3:

Write a letter to the office-in-charge of the Pollution Control Board of your state complaining about the pollution caused by several factories in your area which are not abiding by the rules and regulations laid down by the Ministry of Environment to control industrial pollution. You may indicate the nature of pollution caused by these factories and what initial measures you have already taken to alert them in this matter.

Civic Awareness Forum,
29, G.T. Road,
Howrah- 711202

Date: January 17, 2020

The Officer-in- Charge,
Pollution Control Board,
Howrah.

Subject: Environmental Pollution in a factory in our neighbourhood

Dear Sir,

I, as the President of our Civic Awareness Forum, like to address you, herewith. Through these lines I am writing to give you a picture of the dismal situation that is gaining the ground.

In our neighborhood, recently there has sprung up a group of mini factories. The plot abounding an area of nearly ten acres was purchased by an affluent businessman several years ago. We were told that it shall be used as a godown. Subsequently, it was walled in and a truck-load of materials was imported. Naturally, we were at peace with him.

The proverb 'reality defeats all dodges' has now come true. The concern that was initially a harmless thing in outward appearance has today become monstrous. The small factories blare out day and night and several chimneys puff out black smoke.

We approached him the other day to show us his license to open factories. He shied away (avoided) from the issue. We, however, feel that he does not subscribe to the rules and regulations of the Ministry of Environment. We presume (guess) he is adopting some shady (not clear) measures.

Now we are more determined. We, therefore, request you to take some action against the owner of the factory as soon as possible. We look forward to receiving your response at the earliest.

Thanking you,

Yours sincerely,
Amitabha Chowdhury
(President)

ASK: *If you are still in doubt, please reach out to your teacher/Volunteer and get your doubt cleared for better understanding.*