

Formal and Informal Letters

Part – A (Q.No: 5)

1. The climatic conditions are changing very fast. The day temperatures are reaching terrible levels. The patterns of rainfall or not the same every year. Everyone in the society is worried. You feel that we have to act immediately and do something to improve climatic conditions.

Write a letter to your friend K. Ramesh explaining to him the importance immediate trees, rain harvesting techniques like soaking pits and presentation of waste of water, imagine that you are T. Suresh.

2. You are Gowthami. Your elder sister is going to be married. Write a letter to your friend, Vasantha inviting her to the marriage function. You can include the following details in your invitation.

a) Mention the name and qualification of your elder sister.

b) Give the details of the bridegroom.

3. **Write a letter to your class teacher requesting him to grant you leave for 3 days reason -your sister's marriage.**

4. You come across many deaths caused by accidents. The newspapers published these deaths .you think that these are due to rash driving of cars, Lorries and scooters. Suggests some means to avert these accidents.

Address your letter to "The Editor, India Express, Vijayawada".