

Official Letter Example “letter to Commissioner for drawing the attention to the problem of stray dogs in your locality” Complete Official Letter.

Examination Hall,

..... City.

August 14, 20....

To

The Commissioner,

Municipal Corporation.

..... City.

Sir,

I beg to draw your kind attention to the problem of stray dogs in the Basant Nagar locality.

Some four to six dogs keep loafing about in this locality throughout the day. Sometimes they wander in two's and sometimes they herd together and prowl here and there in search of food. They tease small children and chase elderly people who come to visit someone in the locality. The people in the locality are mortally afraid the these dogs.

More often than not, it is seen that these stray dogs enter the houses and spoil plants, utensils, etc. children are scared of these dogs. As the dogs run after small children, they fall down. Sometimes, they are hurt badly. Ladies in the locality are terribly afraid of these stray dogs. A few days ago, an old man was bitten by a dog. He is still nursing the wound and cursing the dog. These unclaimed dogs have become a terror for everybody in the locality. It is feared that some of these dogs suffer from rabies.

You are, therefore, requested to take up necessary steps in the matter. The dogs which are found suffering from rabies may be got shoot dead.

The people living in this locality will be grateful to you.

Thanking you.

Yours faithfully,

XYZ.