

Letter To The Editor

Letter writing is an essential skill. Despite the prevalence of emails and text messages, everyone has to write letters at some point. Letters of complaint, job applications, thank you letters, letters requesting changes or – making suggestions – the list goes on and on. Encouraging children to write letters from an early age will improve their communication, social and handwriting skills, and teach them what they need to know about writing and structuring letters.

Question 1.

You are Prabhu Kumar/Parvati of 17 E, Ravi Dass Road, Kochi. Write a letter to the editor of a newspaper about the nuisance caused by loudspeakers in the city during examination days drawing attention of the authorities concerned to the problem.

Answer:

17 E, Ravi Dass Road
Kochi XXXXXX
Kerala
2 March 20XX
Writing 87
The Editor
The Times of India
Kochi XXXXXX
Kerala

Dear Sir

Subject: Nuisance caused by loudspeakers in the city during examination days
Through the columns of your esteemed newspaper I would like to draw the attention of the authorities concerned to the nuisance caused by the indiscriminate use of loudspeakers at religious places, wedding processions, market places and jagrans during the examination days. Students are unable to concentrate on the heavy backlog of revision work during these days. The result is that they fare badly in the examinations and this leads to frustration and unhappiness among students. Their parents also suffer due to it. It is high time the authorities concerned take a serious note of this nuisance and initiate remedial measures to check the problem. Use of loudspeakers should be totally banned irrespective of the place where these are used. It is not only a cause of nuisance but also adds to the noise pollution.

Yours faithfully
Prabhu Kumar

Question 2.

There is a busy road in front of your school. A large number of students have to cross the road while going back home. They run a great risk. Write a letter to the Editor, Navjiwan Times, Agra drawing attention of the concerned authorities to the problem. Make a request to mark a zebra crossing and to put traffic lights in front of your school. You are Amit/Anita, Class X, New Age Public School, Ram Nagar, Agra.

Answer:

The Editor
The Navjiwan Times
Agra
25 July 20XX

Dear Sir

Subject: Zebra crossing and Traffic lights on D N Mehta road

Through the columns of your esteemed daily, I would like to bring to your notice two important facts about D N Mehta Road in our city: (i) It does not have any zebra crossing marks in the portion in front of our school. (ii) It does not have any traffic lights in the portion in front of our school. A large number of students, teachers and public cross this busy road and it is a great risk doing so, due to the absence of the zebra crossing and traffic lights.

I am sure that we will agree that measures should not be taken after the crisis. We are not waiting for accidents to happen.

You are therefore requested to give an appropriate space to my letter in your esteemed newspaper to draw the attention of the concerned authorities.

Yours faithfully
Amit

Question 3.

You are Deep/Deepika of C-105, Janak Puri, New Delhi. You are extremely disturbed on reading about attacks on old people living alone. Write a letter to the Editor of "The New Indian Express" sensitizing people and drawing attention to this problem.

Answer:

C-105 Janak Puri
New Delhi 1100XX
17 July 20XX
The Editor
The New Indian Express
New Delhi 1100XX

Sir

Subject: Attacks on Old People Living Alone

Through the columns of your esteemed daily, I wish to draw the attention of the authorities concerned to the danger old people living alone are facing. Most of the senior citizens are people who are living alone with just a domestic help. Their children are adults and have moved out. The domestic helps hired by these aged people often take advantage of their helplessness. They are burgled, poisoned or beaten to death. It is indeed a sad plight for our senior citizens.

It is my humble request to the authorities concerned to issue a certificate of verification of the domestic help and ask their neighbours to set up a neighbourhood watch where everyone can look out for the safety of each other especially the older people. I hope my concern will reach the ears of the concerned authorities through your newspaper.

Yours faithfully

Deepika

(A concerned citizen)

Question 4.

You are Harshi/Hashim, a resident of A- 20, Aurbindo Marg, New Delhi. You are deeply troubled by the sale of alcohol to underage people. Write a letter to the Editor of "The Hindustan Times" drawing attention to this problem.

Answer:

A-20, Aurbindo Marg

New Delhi.

18 April 20XX

The Editor

The Hindustan Times

New Delhi.

Sir

Subject: Sale of alcohol to underage people

I would like to draw the kind attention of all the authorities concerned towards the above-mentioned problem through the columns of your esteemed daily. It has been my observation for quite some time now that many young people who are consuming alcohol are still in teens and some are around twenty. The government vending shops located in almost every residential colony market, do not even ask for identification or age proof.

If ever they do so, they are easily bribed by a few hundred rupees. This sale of liquor to under-aged people leads to many of the problems our country is facing today. Youths who drink together do not know when to stop or how much to consume and this often

leads to intoxication, uncontrollable behaviour, emotional problems, etc. I shall be grateful if this letter is given an appropriate space in your newspaper.

Yours faithfully
Hashim

Question 5.

You are Ria/Ranjit. You want to bring to light the parking problem faced by the people in residential colonies. Write a letter to the Editor of "The Daily Express" drawing attention to this problem and what measures can be taken to rectify it. Your address is 22-B, Mandakini Apartments, New Delhi.

Answer:

22-B, Mandakini Apartments
New Delhi
12 December 20XX
The Editor
The Daily Express
New Delhi

Sir

Subject: Illegal parking of buses and trucks causing a nuisance to the residents of localities

I would bring to light the woes caused by illegal parking of buses and trucks in residential colonies. These vehicles are a constant cause of trouble to the residents living in these localities. I have noticed buses and trucks parked illegally outside the gate of our residential building. In an emergency or even during normal working hours, one has to hunt down the drivers of these vehicles. Children hardly have any space to play outdoor games in their colonies because of the cramped space. I appeal to the authorities to take remedial action regarding this serious problem. Buses should be parked in a bus depot, and trucks should have their own space to park. Residential colonies and the parking space made available to them are meant only for the people who live there.

Yours faithfully
Ranjit Arora

Question 6.

You are Chitra/Chitranjan, 55, Brindavan Lane, Bengaluru. Write a letter to the Editor of a local newspaper expressing concern at the misbehaviour of the autorickshaw drivers in the city.

Answer:

55, Brindavan Lane
Bengaluru

12 March 20XX
The Editor
The Daily Mirror
Shivaji Nagar
Bengaluru

Sir

Subject: Misbehaviour of the autorickshaw drivers in the city

I would like to draw the attention of the authorities concerned towards the above mentioned problem through the columns of your esteemed newspaper. The growing misdemeanour among auto drivers is a common concern of every citizen of the state. Not only do they charge fare in excess of the metered rate, but also misbehave with the passengers. They promise to drop the passenger at the doorstep but stop midway and ask the passenger to get down claiming that the distance agreed upon was shorter than the distance being asked to cover and ask for more money for the same.

In order to make extra money they take extra passengers; mid-way who may be some antisocial element and put the life of passengers at risk. Moreover, they talk incessantly on the phone putting the life of the passenger in danger. You are requested to give an appropriate space to my letter in your newspaper.

Thank you

Yours faithfully
Chitra

Question 7.

Write a letter to the Editor of your favourite magazine, congratulating them on their 6th anniversary and commending them for their good work. You are Shristi/Shayan of 66, Chowrungee Lane, Kolkata.

Answer:

66, Chowrungee Lane
Kolkata
30 June 20XX
The Editor
The Voice Shivaji Nagar
Bengaluru

Madam

Subject: Congratulations on the sixth anniversary of the magazine

I must congratulate your magazine on having completed six successful years today. I have been an avid reader of your magazine since its first edition and never miss any

issue. The Voice is doing a phenomenal job of informing the public about the affairs of the political, social and business world in a fearless manner. The magazine deserves rich applause for covering the events from a very fresh perspective.

I specially enjoy the interviews featuring various personalities. I have a humble suggestion to submit for the growth of the magazine. Please introduce one exclusive column on health. It will not only increase the readership of the magazine but make it more informative also. Hoping you would keep up the standards of quality.

Thank you
Yours faithfully
Shayan

Question 8.

You are Sudipta/Rajan of 549, Sector 4, Rohini, New Delhi. You are a student of Class X of DC Arya School, New Delhi. Metro Rail has become very popular, comfortable and a convenient mode of transport in your city. Unfortunately, the premises in front of your school has become an unauthorised transport stand for feeder buses of the metro station. Write a letter to the editor of the 'Neighbourhood Call' suggesting the removal of the transport in front of the school premises.

Answer:

549 Sector 4
Rohini New Delhi
10 May 20XX
The Editor
The Neighbourhood Call
444 Sector 44
Rohini
New Delhi

Dear Sir

Subject: Unauthorized transport stand in front of D C Arya Public School

Through the columns of your esteemed newspaper, I wish to bring to the notice of the authorities the chaos created in front of the D C Arya Public School, with the coming up of an unauthorised : transport stand for feeder buses of the metro station. Traffic jams are created by stationary vehicles encroaching on the main road, slowing traffic flow and requiring police intervention to be regulated. Children face the hazard of accidents while exiting the school premises and the footpath in front of the school has been taken over by squatters, flower vendors and hawkers.

All this not only hinders the convenience of the students as well as the entire school but also creates a noise in the promises where silence is utterly required. Repeated appeals to the civic authorities have yielded no results. I therefore, request you to publish my

letter and help alert the general public to the hardships caused by the unauthorized stand.

Yours faithfully
Sudipta/Rajan

Question 9.

You are Saurabh/Somya living at W-564, Shakarpur, New Delhi. Your streets and roads experience . waterlogging during the monsoon season. The people of your area find it difficult to lead a normal life and this adds to their problems. Write a letter to Editor, The Times of India, highlighting the problem and suggesting measures to control the problem.

Answer:

W-564, Shakarpur
New Delhi
July 12 20XX
The Editor
The Times of India
New Delhi

Sir
Subject: Request to control waterlogging in the area

Through this letter, I bring to the kind notice of the authorities concerned the dilapidated condition of roads in our locality. It is really difficult to commute on these roads. The heavy rains have worsened the problem of waterlogging in our streets and roads, which make it difficult for both pedestrians and vehicles to move about in the locality. In fact, the school children find it extremely difficult to walk to their school without stepping on a puddle of water. Owing to stagnated water, there is a danger of epidemics like malaria and dengue. The authorities concerned are requested through the columns of your esteemed paper to take adequate steps to clear the waterlogging and provide succour to the residents of Shakarpur.

Thanking you

Yours faithfully
Somya

Question 10.

Several neurologists have been advocating the view that working on computers is beneficial to youngsters as it improves motor skills and provides stimulus to the brain. Write a letter to the editor of 'Health Matters' on the need to introduce computer skills

as a compulsory subject in secondary classes. You are Sharad/Suman of Bhagirath Public School, Palam Village, New Delhi.

Answer:

226, Surya Apartments,
Delhi
14 February 20XX
The Editor
The Health Matters
Palam Village, New Delhi

Sir

Subject: Request to make computer a compulsory subject in the secondary classes
The computer has revolutionized the world. It has changed the way we communicate, do our daily business and other activities. Nowadays computer education has become an essential component of the child's education syllabus. Having computers as a compulsory subject in secondary education would inevitably brighten a child's future as he/she would be prepared to match his/her expertise with the technical demand of the growing Indian economy.

You will appreciate the fact that today without basic knowledge of computers, a person is half educated. To be prepared for a normal life one needs to have the basic knowledge of a computer. Through the columns of your esteemed paper I wish to draw the attention of the authorities concerned to making computers a compulsory subject in the secondary classes.

Thank you

Yours faithfully
Sharad/ Suman

Question 11.

You are Namita/ Naveen of A-406, Jeevan Vihar, New Delhi. Day before yesterday there was a marriage in your neighbourhood. The procession was very late and the orchestra kept on playing loudly even after midnight. It disturbed students, old people, patients and infants. Write a letter to the Editor, The Times of India, New Delhi about the problem.

Answer:

A-406 Jeevan Vihar
New Delhi
28 May 20XX
The Editor
The Times of India

Sir

Subject: Disturbance created by wedding celebration

I would like to draw the kind attention of the authorities concerned towards the above mentioned problem through the columns of your esteemed newspaper. On May 26, a wedding celebration created mayhem in our society. The wedding procession arrived late and hence the celebration went late into the night. The din created by the loudspeakers and the band party hired for the event disturbed the young and the old alike. The students preparing for their boards couldn't carry on their studies peacefully and the sleep of the elderly, the sickly and the infants was ruined. The merry-making of one family has no right to destroy the peace of the other families.

I shall be highly grateful to you if my letter gets an appropriate space in your newspaper.

Yours faithfully

Namita/ Naveen

Question 12.

The recent reports in the press about the growing incidence of bullying in schools, has greatly disturbed you. Write a letter to the editor of 'Education Plus' newspaper expressing your views on this problem and suggesting ways to solve it. Sign yourself as Mohan/Monica of Class IX B of D C Arya Public School, New Delhi.

Answer:

D C Arya Public School

444 Rohini

Sector 44

New Delhi

10 May 20XX

The Editor

The Education Plus

757 Bazar Sitaram

Sector 44 Rohini

New Delhi

Dear Sir

Subject: Growing incidence of bullying in schools

Through the columns of your esteemed newspaper, I bring to the notice of your readers the growing incidence of bullying in public schools. Senior students frequently snatch tiffins, make juniors pay for their treats at the canteen and deny them access to games equipment during the school break.

Juniors live under constant threat of being waylaid and teased or heckled by seniors. Such undesirable incidents are leading to psychological problems in schools. The lack of proper counselling has led youngsters to feel threatened at school. Despite appeals

by the school authorities to the parents concerned of the bullying children, the problem continues. Through your newspaper I therefore, appeal to the authorities concerned to enforce regulatory measures to curb this growing menace in schools.

Yours faithfully
Mohan / Monica

Question 13.

You are Meena/Mohit. Write a letter to the Editor of a newspaper describing the celebrations in your town on India's Cricket World Cup win.

Answer:

G-7, Saket
New Delhi
10 April 20XX
The Editor
The Times of India
K.G. Marg, New Delhi

Dear Sir

Subject: Celebrations over Cricket World Cup victory

Everyone in this country, especially this town is beyond joy at India winning the World Cup Cricket. The night we won, was a night of grand festivities. Crackers were burst everywhere. Sweets were being distributed. Everyone in the town came out and danced in the streets. It was pure joy among all the people, young and old. The celebrations went on till the wee hours. Many people flocked to the temple to thank the almighty for helping India win.

Celebrations aren't over yet as people are still brimming with joy. It's a matter of pride for each Indian as defeating a number of countries and winning the World Cup is a no mean achievement by any standards. Through this letter I want to share with millions of people all over India the joy of winning the cup.

Yours faithfully
Meena

Question 14.

You are Vinni/Sanjay living at S-453 Raghupura, New Delhi. Some women have been robbed of their gold chains and earrings in the main market of your block during rush hours by young boys riding bike. You are very much worried about such incidents. Write a letter to the Editor of a local newspaper to draw attention of the authority concerned about it.

Answer:

S-453, Raghupura
New Delhi
10 April 20XX
The Editor
The Times of India
K.G. Marg, New Delhi

Sir

Subject: Chain snatching by young boys

I would like to draw the attention of the authorities concerned towards the increasing incidences of chain snatching in our area. The area has become quite unsafe. A gang of miscreants is very active in the area. These young boys follow women wearing gold jewellery on their bikes.

Whenever they see the opportunity they snatch away the chains and speed off on their bikes. Though several police complaints have been lodged, yet the criminals haven't been caught. There is a need of a permanent PCR or police post. A beat constable can be posted in shift duties and the vigilance can be enhanced at the strategic points. It is important that the criminals are caught and punished. This will act as a deterrent to other criminals also.

You are requested to publish this letter and bring my complaint to the notice of the authorities concerned so that people may get some solace.

Yours faithfully
Sanjay

Question 15.

Public park is the heart of a residential area. Children play, elders go for a walk and even ladies do yoga and other exercises there. But unfortunately the park in your area has become a place for stray animals and anti-social elements. Write a letter to the Editor of The Hindu, KG Marg New Delhi, to draw attention of the civic authorities towards it.

Answer:

510, Patrakar Parisar
Vasundhara
Ghaziabad
10 April 20XX
The Editor
The Hindu
K.G. Marg
New Delhi

Sir

Subject: Unpleasant condition of parks

Through the columns of your esteemed newspaper, I would like to express my concern at the desolate status of the public park in our area. The park is unkempt and has no security posted at the gates. No wonder the park which should have been a place of scenic beauty, for young children to frolic about and for adults to take their walks on, is home to stray dogs, cats and other animals. It is also the haunt of the vagrants of the society who indulge in drinking and smoking in an area that is primarily meant for recreation. The civic authorities need to make an effort to restore the public park its beauty and its usefulness to the public.

You are requested to give my letter an appropriate space in your paper, so that my voice reaches the authorities concerned and some action is taken.

Yours faithfully

Rajan