

Official Letter Example “letter of pointing out the bad condition of cinema houses in the city.” Complete Official Letter for all classes.

Prem Nagar,

Gurdaspur.

July 19, 20...

To

The Deputy Commissioner,

Gurdaspur.

Sir,

I wish to draw your kind attention towards the bad condition of the cinema houses in the city. Cinema is a major source of entertainment. It is, therefore, imperative that cinema houses are run properly.

It is a pity that cinema houses in the city reflect a sorry state of affairs. The cinema owners do not look to the comfort of the cinema-goers. There is no proper shed in front of the booking window in most of the cinema houses. The cinema-goers have to keep standing in the rain and in hot weather. The queues are not properly maintained. The policeman on duty remains a silent spectator.

There is no check on the sale of tickets. Tickets are sold out in black. The cinema-lovers go back disappointed when they read the words ‘House Full’ on the notice board. The air-conditioners do not work properly. Even electric fans do not give much air. As a result, there is suffocation in the hall. There is no cleanliness in the cinema hall. Sometimes, there are heard all sorts of noises in the cinema hall. Vendors are allowed to enter the cinema hall and sell eatables. All this should be stopped.

I, therefore, request you to take necessary measures and get proper comforts provided to the cinema-going public.

Thanking you,

Yours faithfully,

X Y Z.