

Official Letter Example “letter of complaints reporting the misconduct of the bus conductor” Complete Official Letter for all classes.

55, Model Town,

Civil Lines,

..... City.

September 15, 20....

To

The Deputy Commissioner,

District K.

Sir,

I beg to draw your kind attention to the excessive and indiscriminate use of loudspeakers in the town and request you to take a suitable action.

This is a small city. It is known for its quiet and calm atmosphere but its peace and serenity have been disturbed for the last few months. It is almost every day that loudspeakers keep blaring out from early in the morning till late into the night. All the religious places in the city are fitted with these engines of noise. The use of loudspeakers can be justified on some occasions. But their constant and indiscriminate use on one pretext or the other is bound to disturb the calm in the city.

Next to the college hostel, there are three to four loudspeakers always playing film songs at the loudest pitch. Examinations are at hand. Students cannot study their books and prepare for this examination. Same is the condition near the civil hospital. One wonders how patients in the hospital get any sleep. The students and patients are the worst hit by this unending nuisance. The general public is also perturbed by it. Cheap songs sung to filthy tunes irk everybody.

It is, therefore, requested that the constant and indiscriminate use of loudspeakers should be banned and the timings during which these can be used should be fixed. I hope you will take up this matter at your personal level.

Thanking you,

Your faithfully,

X Y Z.