

## FORMAL LETTERS

- 1. Write a letter to the editor of a daily newspaper complaining about the construction work on your road in the middle of monsoon season causing inconveniences to the people of your locality.**

Examination Hall,  
City: ABC  
October 28, 2022.

The Manager/\_\_\_\_\_,  
ABC Private Limited,  
City: ABC

Subject: **Construction work in ABC Colony during monsoon season causing difficulties**

Sir,

Through the medium of your esteemed and respected daily, I wish to inform the municipal authorities of the difficulties the residents of my locality are facing due to the construction and repair work currently happening in our area. Monsoon season has started a few days ago and is compounding our problems.

The repair work has been ongoing for five weeks now and is falling way behind schedule. And now with the current weather conditions, we are having persistent problems of water logging and flooding in our area. Another worry is about the accidents that may occur due to the debris lying around the road. Diseases caused due to waterlogging are another one of our concerns.

Therefore I wish to draw the attention of the concerned authorities with the help of your newspaper. Hopefully, you will be able to help us in drawing their attention and resolving this matter at the earliest.

Yours truly,

XYZ

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- 2. Write a letter to the editor of The News complaining about water logging.**

Examination Hall,  
City: ABC  
October 28, 2022.

The Manager/\_\_\_\_\_,  
ABC Private Limited,  
City: ABC

Subject: **Complaint regarding the problem of water logging in ABC Colony.**

Sir,

I am a resident of A.B.C. Colony. The residents of the area are facing a lot of problems due to water logging. Every year in the monsoon season, the area gets filled with water as the drainage system gets choked. We have requested the area committee many times, but the situation is still the same. The residents' lives have become miserable as many water – borne diseases have spread. All the houses are submerged, and we are facing a tough time.

Please consider the issue as serious and find a solution at the earliest.

Yours truly,

XYZ

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3. **You are a resident of A.B.C. Colony. Your colony is facing scarcity of water due to the water supplied to your colony is for only three hours a day. Write a letter to the editor highlighting this problem.**

Examination Hall,  
City: ABC  
October 28, 2022.

The Manager/\_\_\_\_\_,  
ABC Private Limited,  
City: ABC

Subject: **Scarcity of water in Colony**

Dear Sir

Through the columns of your esteemed newspaper, I wish to highlight the problem of the residents of R.G. Colony. For the past three months, we have been facing acute water shortage.

Water is being supplied to our colony for only three hours a day and that too at a very low pressure and this is resulting in a lot of inconvenience to all the residents. The summer season is at its peak and the demand of water is increasing with each passing day. Unfortunately, the water supply has been decreasing and has now reached a stage where there is not enough water available even for daily, necessary household chores.

Despite our repeated complaints about the problem of water scarcity, no efforts have been made by the concerned authorities to offer any relief from this problem.

I request you to publish this article to make the authorities aware of our problem and come up with a solution. Stringent action should be taken against those who install gadgets to the main water supplying pipeline, thus reducing the water pressure being supplied to the houses.

Yours truly,

XYZ

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**4. Write a letter to the editor of a National Daily, expressing your opinion and views on the increased human dependence on technology. Right from a small child to an adult, or even an old man, everyone wants gadgets only-cell phone, I-pod, laptop, etc. This also has a negative effect on social relationships.**

Examination Hall,  
City: ABC  
October 28, 2022.

The Manager/\_\_\_\_\_,  
ABC Private Limited,  
City: ABC

Subject: **Human Dependence on Technology.**

Sir,  
Through this letter of mine, I wish to draw the attention of everyone towards the increased dependence of humans on technology. We use the internet for any type of information which we find only a click away. Everyone, whether a child or an adult, wants gadgets like cell phones, I-pod, laptop, etc. No doubt, technology is a boon to mankind and has a great future ahead. But in my opinion, we should not depend on it as an excess of everything is bad. It is making everyone lazy. On the other hand, cybercrimes are also growing. The keyword for this is caution.

We must make judicious use of technology and should not totally depend on it. We must believe in natural and simple living.

Yours truly,

XYZ

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**5. Your school wishes to buy 20 computers and computer accessories from A.B.C Company. Write a letter placing order giving all the specifications of the product and its quality.**

Examination Hall,  
City: ABC  
October 28, 2022.

The Manager/\_\_\_\_\_,  
ABC Private Limited,  
City: ABC

Subject: **Placement of an order for computers and their accessories.**

Sir,

This is to inform you that our school management has decided to place an order with your company for the supply of computers and computer accessories. The list of items is given below. All the products should be genuine. The price quotation submitted by your agents has been approved and the institutional discount of 10% offered by you has been accepted.

Kindly make it convenient to send the delivery within 15 days of the issue of this letter. I am sure the proper packing of the computers will be taken care of and any responsibility for the damage caused during transportation shall rest with you. I hope future repairs and maintenance of the items will also be provided by you promptly and satisfactorily. The payment will be made through a crossed cheque to your agent within a month of delivery.

Yours truly,

XYZ

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**6. Write a letter to the Editor of The News for lawlessness and increasing crimes in your area.**

Examination Hall,  
City: ABC  
October 28, 2022.

The Manager/\_\_\_\_\_,  
ABC Private Limited,  
City: ABC

Subject: **Lawlessness and crimes in ABC Colony**

Sir,

Through the column of your prestigious daily, I want to highlight the lawlessness and chaos prevailing in Civil Lines, Amritsar. Amritsar has witnessed some unholy activities like thefts, dacoities, robberies and even murders in recent months. This has made life quite unsafe and miserable in the city.

I am a resident of Civil Lines. It is an area inhabited by important government officials, rich and powerful citizens. However, of late it has earned the notoriety of being the most criminal-prone area in the city. Every day we hear thefts and robberies committed in one part of the locality or the other. The murder of a senior citizen last month has resulted in the total loss of faith in the local police. Cases of chain snatching have become a common feature of life in the area. Women rarely move out of their houses after dark.

We suggest some immediate and effective measures to restore law and order in the area. There should be extensive police patrolling after sunset to ensure safety to young girls and women. Exemplary punishment should be given to the lawbreakers and criminals. I hope the local police will take immediate and effective steps to restore peace, law and order in the area. The earlier, the better.

Yours truly,

XYZ

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**7. Write a letter to the Chairman, Railway Board about the problems of travellers.**

Examination Hall,  
City: ABC

October 28, 2022.

The Manager/\_\_\_\_\_,  
ABC Private Limited,  
City: ABC

Subject: **Travellers' Plight**

Sir,

I wish to draw your attention towards some problems which have virtually transformed the railway journey into a nightmare. The very scene of the railway station gives the impression of a chaotic fish-market having no adequate protection against the pickpockets and most of the travelers, lose their wallets while buying the tickets. The coolies at the stations are also a great nuisance for the travelers. They have no training at all. They are in the habit of overcharging and quarreling with the passengers.

The quality of food and drinks provided by the shops and vendors at the stations and in the trains is extremely poor. Most of the food items are unhygienic and stale, and they often cause vomiting and diarrhea during the journey. The waiting rooms present a horrible picture. The bathrooms are untidy and foul smelling. For a huge number of travelers, there are only two or three fans and almost twenty chairs. The condition of the ladies waiting rooms is also the same.

The inquiry office never gives a correct and satisfactory answer to the passengers about the arrival of the trains. The booking office keeps selling the tickets without any consideration of the number of seats. Resultantly, most of the travelers including children, women and senior citizens have no option but to make their journey while standing or sitting on the floor of the train. Most of the compartments are devoid of lights and fans. In spite of such high fares, even clean drinking water is not available in the trains. The long and unnecessary stay at small stations also adds to the difficulties of the passengers. The security system in the trains also needs a lot of improvement.

It is due to these problems that the people now prefer to travel by the buses and the future of the railways seems bleak. I sincerely hope that you will personally look into all these matters and try to find the solution of all these grave problems pretty soon.

Yours truly,

XYZ

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**8. Write a letter to the Medical Superintendent of Hospital about the lack of facilities and some other problems.**

Examination Hall,  
City: ABC  
October 28, 2022.

The Manager/\_\_\_\_\_,  
ABC Private Limited,  
City: ABC

Subject: **Lack of Facilities or Hospital Distress or Problems of the Patients**

Sir,

I would like to bring to your kind notice some of the serious problems faced by the patients at this hospital. The poor patients having no good terms with the hospital administration are virtually ignored. They are not treated and looked after properly. They are not being provided any medicines from the hospital. The same is the case with emergency ward where the long list of medicine is usually given to the attendants of the patient again and again. The doctors do not start the treatment of the patient unless they have received all the medicines.

This unnecessary delay often causes the loss of life. It is a matter of great surprise and regret that even the emergency ward does not have life-saving drugs and other basic medicines.

So, for the poor patients, the treatment at this hospital is much more expensive than their expectation. Contrary to this, well-off patients having good terms with the hospital administration, are being treated and looked after properly. Ironically, they are being provided with a lot of medicines by the hospital.

The food provided by this hospital is by no means edible. It is often stale and foul smelling. As far as the operation theatres are concerned, they do not have the required facilities regarding latest equipment and instruments. The arrangements of cleanliness are highly defective. The bed sheets are often drenched with human blood, but nobody cares to replace them with the washed ones.

Senior doctors do not come in the wards and this adds a lot to the plight of the serious patients. Even the patients of critical condition mostly remain at the mercy of the nurses and some medical students. The medical store and canteen of the hospital are also adding to the difficulty of the patients by the act of overcharging. All these problems are virtually bringing a bad name to the hospital which rendered great and excellent services to ailing humanity during the last five decades.

I sincerely hope that you will look into all these matters personally and issue necessary instructions for the improvement of this dismal condition of the hospital.

Yours truly,

XYZ

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**9. Write a letter to the editor about the bad sanitary condition in your locality**

Examination Hall,  
City: ABC  
October 28, 2022.

The Manager/\_\_\_\_\_,  
ABC Private Limited,  
City: ABC

Subject: **Unhygienic Condition**

Sir,

Through the columns of your esteemed newspaper, I would like to draw the attention of the higher authorities to the growing unhygienic conditions of our locality. I live in Civil lines area of the city. It is populated by educated and respectable citizens. But I am sorry to say that this locality has virtually become the worst area of the city regarding its sanitary conditions.

The sweepers do not turn up for cleaning the area for days together. The result is that heaps of dirt and garbage are lying everywhere. Almost the whole area is blighted by the horrible mess. These heaps of rubbish are very foul smelling. They are usually covered with host of flies which are causing many diseases in the locality.

The sewerage system of the locality has also blocked. The stinking smell from the overflowing gutters and small pools of dirty water in the streets has become unbearable. These pools of stagnant water have become the breeding spots for flies and mosquitoes. Epidemics like malaria and cholera are likely to break out at any time. In some places, the covers of man-holes are also missing. This can result in the loss of human lives.

I request the authorities concerned to take prompt and adequate measures to improve the extremely deplorable sanitary conditions of our locality as soon as possible.

Yours truly,

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**10. Write a letter to the Divisional Engineer, Telephone Department about the inflated telephone bills.**

Examination Hall,  
City: ABC  
October 28, 2022.

The Manager/\_\_\_\_\_,  
ABC Private Limited,  
City: ABC

Subject: **Inflated Telephone Bills**

Sir,

I would like to draw your attention to the repeated inflated bills during the last three months for telephone No.4501111. I am really surprised to see the bill of the last month because it is almost three times more in amount than I expected. The use of a telephone in my home is extremely limited and most of the time, we just receive the calls. We seldom make a call through our PTCL number. All the members of the family have got their own mobile phones. That is why we use PTCL number few and far between. But it is a matter of great surprise that three a hundred calls have been included in the bill of the last month. Besides, some trunk calls and some overseas calls have also been included in the bill. All these calls have been made on the numbers which are totally unknown to us. The bill is also showing the arrears of 500 rupees, while the fact is that I paid the bill for the last month well within due date. All this shows that there is something seriously wrong with the system of your office. I have already made an appeal to the in charge of the billing. wing, but my appeal till now has fallen on deaf ears.

I, therefore, request you kindly to look into the matter personally and order the official concerned to find the fault wherever it lies. (Photocopies of the last seven months bills are also attached.)

Yours truly,

XYZ

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**11. Write a letter to the editor about load shedding or frequent break down in electricity in your locality.**

**Subject: Frequent Power Break Downs or Load-Shedding**

Examination Hall,  
City: ABC  
October 28, 2022.

The Manager/\_\_\_\_\_,  
ABC Private Limited,  
City: ABC

Subject: **Frequent break down in electricity in ABC Colony**

Sir,

Through the columns of your highly esteemed newspaper, I would like to draw the attention of the authorities-concerned to the frequent breakdowns in electricity in our locality. There are frequent interruptions in electricity supply in civil lines area. I have visited many countries but I did not come across even one country in which such break-downs occurred. One may hear of some African countries where the same situation prevails. But the question is whether we want to compete with such states.

These repeated break-downs are very bothersome and cause great inconvenience. Children, old people and patients of heart disease have to undergo the severe ordeal” while spending hours together without electricity. The worst aspects of this problem is that these break-downs often come unannounced. The students whose examination is at hand are under great stress. They cannot concentrate on their studies due to this uncertain situation. Many heart and kidney patients have been shifted to the hospitals because they are simply unable to afford such a long break-down of electricity on a regular pattern.

Moreover, these power-cuts are adversely affecting the country's potential for economic growth. The huge number of workers are becoming jobless. The industry is being shifted to other countries due to lack of energy. This sorry state of affairs has created untold miseries for the production sector. Even protests, agitations and strikes at large scale are not doing anything in this regard. The government must devise plans to address this problem urgently and permanently to save the Pakistani nation from total collapse.

The globe has already entered the new millennium with its unlimited resources of energy. But we are still far behind waiting for some miracles to solve our electricity problem. In Pakistan, the demand for electrical power is surely far more than its actual production. So the kalabagh dam is simply unavoidable for Pakistan. It should be started and completed within the shortest possible time.



I heard one of the ministers on TV the other day that there is surplus electricity in our country. If that is true at the macro level, the problem must be somewhere at the micro level. The authorities should improve the situation and not allow anybody to bring the bad name to the government.

Yours truly,

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