

Formal letter

“Nest” house

Golf link road

Calicut.

Sender's address without name

(Sender's email id and Phone number also can add.)

Monday, 10th August, 2020.

Day, Date (dd mm yy)

The Principal

St. Mary's E. M school

Chevarambalam.

Receiver's address

Dear Madam,

Salutation

I am writing this letter to know about the admission procedure of your school.

My son has passed fourth standard from a well-known school in Kollam.

As I am transferred to Calicut; I wish to bring my family along with me.

I have heard from my relatives that your school is one of the best schools in the district. Moreover, you have an excellent faculty to guide the children.

I have also searched the internet and found that your school has good services.

I am greatly impressed and would like my son to continue his studies in your school.

Body

Kindly let me know the details regarding the admission of my son to fifth grade.

Thanking you,

Subscription

Yours faithfully,

Vikram Raj.

Signature

Write a letter to the Editor of a newspaper highlighting the possibility of water-borne diseases in your locality.

House No. 15L
Model Town
Kannur.

Saturday, 8th July, 2020.

The editor
The Hindustan Times
New Delhi.

Dear Sir,

I am regular reader of your esteemed paper. I request you to publish this letter the Column 'Readers Voice'.

'Summer' may be delightful word for the English poets but it is horrible word for Indians. It is a season full of mosquitoes and files. Water, during summer, is not only dirty but dangerous also. Many times, sewerage water also gets mixed with fresh water causing cholera, gastroenteritis and host of other deadly diseases.

It is high time for the civic authorities to wake up from the Civic authorities to wake up from their slumber and solve this problem without further delay.

Thanking You
Yours truly
Aravind Das

1. Write a letter to the Editor of a daily newspaper pointing out the condition of the roads in your city.

3. Write a letter to your school principal applying for your transfer certificate.