

# INDIAN SCHOOL AL WAADI AL KABIR

## DEPT OF ENGLISH

### CLASS XII

#### LETTER TO EDITOR-

##### FORMAT:

- Sender's address-
- Date
- Receiver's address
- Subject
- Salutation
- Body of letter: (introducing yourselves, the issue, details of the issue, suggestions)
- Closing: (request to publish the letter, greeting and signature)
- Complimentary close : 'yours faithfully' or 'yours truly'

#### SAMPLE LETTER:

Write a letter to the Editor of a magazine "Expressions", New Delhi on the deterioration in the standard of living in your city. Give suggestions for improvement. Sign yourself as ARUN / ARUNIMA

##### Answer:

15A Model Town  
Delhi

April 5, 20XX

The Editor  
Expressions  
Kasturba Gandhi Marg  
New Delhi-110001

Sir

**Sub:** Deteriorating standard of living in the capital city.

Through the columns of your reputed magazine, I wish to express my views on the deteriorating standard of living in the capital city of Delhi.

What does the standard of living actually mean? Does it mean possessing expensive goods of comfort and beauty, living in posh bungalows or, the overall decent and peaceful living conditions including health and hygiene, pollution-free environment, and above all, a value-based society. Considering all these, the living conditions in Delhi are really appalling. Dumps of garbage, heavy traffic congestion on the roads, growing atmospheric pollution, high levels of noise pollution, overcrowding at public places, etc., throw ample light on the deterioration in the people's standard of living. Our lungs are hungry for fresh air and green belts.

The large number of immigrants, from other states to Delhi, put tremendous pressure on the resources of the city. The housing problem is growing rapidly with lack of civic amenities. The life is so busy that there is little interaction among neighbours. Hurry and worry is what best describes the life in the capital city. With growing consumerism and rising prices, the disparity between rich and poor is increasing day by day. Something judicious needs to be done to remedy this situation. More green belts and 'silence zones' should be created. The unrestricted inflow of people to Delhi should also be checked. Only then the standard of living can be improved.

I hope my views will find a space in your esteemed newspaper.

Thanking you

Yours faithfully  
Arun

## **PRACTICE QUESTIONS**

### **Question 1:**

Write a letter to the Editor of National Herald, New Delhi about water scarcity in your locality suggesting ways to improve the position of water supply. You are Ramnath/ Reema of Ghaziabad.

### **Question 2:**

Write a letter to the Editor of The Hindu on the fear that is spreading among people due to their anxiety over the widespread terrorism in the world. Give suggestions to curb such anti-social activities. You are Vikram/Varsha

### **Question 3:**

You have noticed many stray animals on the road during the busy hours of the day. These animals have caused traffic jam as well as accidents. You have already written to the concerned authorities but no action has been taken so far. So write a

letter to the Editor of a leading newspaper telling him about the nuisance created by the stray animals. Sign your name as PreetilKrishnan, C/5, Assam

**Question 4:**

You are Sunil / Sunita, staying at Mayur Vihar, Delhi. Your locality being away from the main city, the poor bus-service adversely affects the life of the residents. Write a letter to the Editor of The Times of India, highlighting the problems faced, and also giving a few possible solutions.