



INDIAN SCHOOL NIZWA

CLASS: VIII – ENGLISH WORKSHEET-3

LETTER WRITING – FORMAL (LETTER TO THE EDITOR OF LOCAL DAILY)

Rubrics:

A letter to the editor is written in the format of a formal letter.

Sender's address: Give the complete address of the sender.

Date: The date on which the letter is written comes next, immediately after the sender's address.

Receiver's address: The address of the recipient (the editor of the newspaper or magazine you intend to send your letter) should be written.

Subject line: The main purpose of the letter is mentioned in the subject line.

Salutation/Greeting: The salutation can be Sir, Ma'am, Respected Sir, Respected Ma'am, etc.

Body of the letter: The body of the letter should explain the purpose of the letter. Introduce yourself and provide all the details of the matter being discussed.

Complimentary closing: Thank you very much, Thankyou or Thanking you can be the complimentary closing that you can use.

Ending the letter: End the letter with your signature, name in block letters and designation, if there is any.

Example:

You are Sathish Kumar/ Helena Rani living at 26, Gandhi Road, Bangalore-562. The residents of your area are facing lots of inconvenience due to poor maintenance of the public park of your locality. Write a letter to the Editor of the local daily newspaper, drawing attention of the concerned higher authorities towards the problem and request them to solve it.

26, Gandhi road
Bangalore-562

June 18, 2024 / 18th June 2024

The Editor
Hindustan Times
KG Marg, Bangalore

Subject: Poor Maintenance of Public Park.

Sir

Through the columns of your esteemed newspaper, I would like to express my serious concern about the poor maintenance of the Public Park of our locality. The Public Park of our area is in a pathetic condition. The park has become a through fare for stray animals as there is no gate at the entrance of the park. Even the anti complains to the local authorities have failed to bring any change in the situation. Therefore, I would like to request the concerned higher authorities to improve the condition of the park for the convenience of the local residents. I shall be highly obliged if you could publish my letter in your Newspaper, so that this issue gets the attention of the authorities, which would support them to take the necessary steps to eradicate the causes of this inconvenience

Thanking you

Yours sincerely

Sathish Kumar / Helena Rani.

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Practice:

- a) Your grandmother is very upset about the rising prices and keeps thinking of her olden times when things were very cheap. You are convinced that inflation has made life difficult for common people. Write a letter in 120-150 words to the editor of a National Daily describing the difficulties faced by poor families.