

LETTER WRITING

(Formal Letters / Application)

- 1) Write a letter to editor about the problem of street crimes in your area.

Examination Hall,
City A.B.C.
June 2, 2014.

The Editor,
The News,
City D.F.G.

Respect Sir,

Most respectfully I write to state few lines for your kind and favourable consideration. I want to have your attention towards a serious and immediate problem being faced by the people of my town.

I live in Johar Town which is residence of high grade officials and businessmen. It is a big town consisted of ten sectors. All well known roads pass by it. Since last month street crimes cases have been increased upto an alarming situation. Mobile phones, purse, bikes, laptops, money and other handy things snatching have become common. No one is safe on the roads as well as in the house. The robbers operate their activities without any fear round the clock. Police in any form, Punjab Police, Muhafiz squad, Quick Response Police and police check posts are totally inefficient. Rather it seems that Police is the helper and partner of these robbers. Life and property of the residents of this town is at risk all the time.

I request you to publish this problem in your well known newspaper so that the concerned authorities might take immediate steps to resolve the issue.

I shall be very grateful to you for this kindness.

Yours obediently,
X.Y.Z.

2) Write a letter to editor discussing problem about increasing robbery cases in your town.

Examination Hall,
City A.B.C.
June 2, 2014.

The Editor,
The News,
City D.F.G.

Respect Sir,

Most respectfully I write to state few lines for your kind and favourable consideration. I want to have your attention towards a serious and immediate problem being faced by the people of my town.

I live in Johar Town which is residence of high grade officials and businessmen. It is a big town consisted of ten sectors. All well known roads pass by it. Since last month the robbery cases have been increased to an alarming point. At any time, any where the robbers rob the people on gun point without any fear. Many people have become victim of the robbers. Most of incidents occur in morning time, when men are out of home for business or on duty. Life and property of people is at the risk all the time. Police is totally idle, inefficient and non-cooperative police reaches the place of incident but after due time and ask the strange questions instead of action to give robbers time to flea safely. I think Police is completely involved in these cases

I request you to publish this problem in your well known newspaper so that the concerned authorities might take immediate steps to resolve the issue.

I shall be very grateful to you for this kindness.

Yours obediently,
X.Y.Z.

3) Write a letter to editor about the traffic problems in your area.

The Editor,
The News,
City D.F.G.

Examination Hall,
City A.B.C.
June 2, 2014.

Respect Sir,

Most respectfully I write to state few lines for your kind and favourable consideration. I want to have your attention towards a serious and immediate problem being faced by the people of my town.

I live in DHA which is residence of elite class. In the morning when all the people break out of their houses to go to their offices, business and for individual activity. Children go to their schools, colleges or University. It is peak time when roads are full of vehicles there is a great traffic problem faced by the people of this area. There are two main reasons, broken road which need immediate repair, secondly traffic police. Roads have worst condition so people move where they wish, when there is no light, traffic signals become off and traffic wardens stand on one side and observe traffic jam. Every driver is in hurry, this situation cause exchange of harsh words. Which sometimes lead to confliction or fighting but traffic police least bother it and try to complete their challan target instead of helping the people.

I request you to publish this problem in your well known newspaper so that the concerned authorities might take immediate steps to resolve the issue.

I shall be very grateful to you for this kindness.

Yours obediently,
X.Y.Z.

4) Write a letter to Inspector General police regarding security problem in your area.

Examination Hall,
City A.B.C.
June 2, 2014.

The Inspector General,
Punjab Police,
City D.F.G.

Respect Sir,

Most respectfully I write to state few lines for your kind and favourable consideration. I want to have your attention towards a serious and immediate problem being faced by the people of my town.

I am resident of Punjab society. It is Govt Colony where mostly Govt. employees live. Most of the people go to their duties in the morning. Only females are present at home. Moreover this colony is surrounded by villages, where drug addicts, criminals and robber gangs are present. In the morning these criminals easily get in the society and rob the females on gun point. This colony has become main target of criminals activities.

I request your honor to establish security check post and patrolling squads in the morning and night time to control crimes in the area.

I shall be very grateful to you for this kindness.

Yours obediently,
X.Y.Z.

Application to Principal for character certificate.

The Principal,
Federal Boys School,
City A.B.C.

Respected Sir,

With due respect I write to state few lines for your kind and sympathetic action. I have completed my matric from your school last year. I have been student of this school for last five years. I have been the best achiever of my class in academic activities. I have been captain of school cricket team. I have been taking active part in all co-curricular and extra – curricular activities.

Kindly issue me with character certificate as it is necessary document for college admission or any job application.

I shall be thankful to you for this kindness.

Yours obediently,

X.Y.Z.

Class: 10th

Roll No: 62

June 4, 2014.

6) Application to your Principal for school leaving certificate.

The Principal,
Federal Boys School,
City A.B.C.

Respected Sir,

With due respect I write to state few lines for your kind and sympathetic action. I am student of ninth class. I have been studying in this school for last five years. My father is serving in army. He has been posted to Karachi. Within next ten days, all family members including me are bound to move with him.

I request you to issue me with school leaving certificate so that I would be able to continue my education without any delay.

I shall be thankful to you for this kindness.

June 4, 2014.

Yours obediently,

X.Y.Z.

Class: 9th

Roll No: 62

7) Application to the Principal for fee concession.

Examination Hall,
City A.B.C.
June 2, 2014.

The Principal,
Federal Boys School,
City A.B.C.

Respected Sir,

With due respect I write to state few lines for your kind and sympathetic action. I am student of ninth class. I have been studying in this school for last five years. I am a brilliant student of the school. I have got many medals for school in curricular and extra-curricular activities. I belong to poor family. My father is an ordinary shopkeeper. He is unable to pay my school fee due to limited earning. My two brothers and one sister are also students.

Kindly grant me full fee concession so that I will be able to continue my education without any mental tensions.

I shall be thankful to you for this kindness.

Yours obediently,
X.Y.Z.
Class: 9th
Roll No: 62

8) Application to your Principal for sick leave.

The Principal,
Federal Boys School,
City A.B.C.

Respected Sir,

With due respect I write to state few lines for your kind and sympathetic action. I am suffering from fever with soar throat. Yesterday I visited my family doctor, he gave me medicine with advice of two days bed rest. I am taking medicine with bed rest. It will take two days to recover completely. I request you to grant me two days leave i.e 5th and 6th June from school. I assure that I will make up my missed lessons.

I shall be thankful to you for this kindness.

Yours obediently,
X.Y.Z.
Class: 10th
Roll No: 62

June 4, 2014.

9)

The Executive District Officer,
Education Department,
District Lahore.

Examination Hall,
City A.B.C.
June 2, 2014.

Subject: Application for the post of English Teacher.

Dear Sir,

I have come to know through 'Daily jung' that some vacancies of secondary school teacher are lying vacant under your kind command. I am a qualified and experienced English teacher. I have vast experience of teaching secondary level classes with best results. My detailed bio-data is given below.

1. Name : Ahmed Rizwan
2. Father name : Rizwan akhtar
3. Date of Birth : 11.10.1986
4. CNIC number : 3504-1984076-4
5. Qualification : M.A English
6. Profession Qualification : B.Ed
7. Experience: 6 years.

Keeping in view above said facts, I request your honour to give me a chance to work under your kind command. I will prove myself the best of your choice.

I shall be thankful to you for this kindness.

Yours obediently,
X.Y.Z.