**FORMAT OF A LETTER TO THE EDITOR**

**Address of the sender**

AZ-1256, Mayur Vihar Phase I

Delhi-94

**Date-**July 25, 2019/ 25 July, 2019

**Designation and Address of the receiver**

The Editor

The Times of India

New Delhi- 110022 (no commas in this section)

**Subject-**This should be short and specific to make all the content clear. (Suggestion- Keep maximum 12 words)

**Salutation**

Sir/ Madam

**Main Body-**This part should be divided into three paragraphs.

**Para 1-** Beginning- Through the editorial column of your esteemed newspaper I wish to draw the kind attention of the concerned authorities regarding\_\_\_\_\_\_\_\_\_\_\_

**Para 2-**  The middle paragraph must contain all the details, while the last paragraph must express what one would want the other person to do in the response of this letter.

**Para 3-**I shall really be greatly thankful to you for providing a relevant space to my concern in your prestigious newspaper.

**Subscription**

Yours faithfully

**Name**

### ****John/ Michel****

### ****Sample letter****

### **As an aware citizen of the country, you are concerned about the increase in road accidents in the metropolitan cities of India. Interpret the data given below and using your own ideas, write a letter to the newspaper ‘The Chronicle’. You are Arun /Anita.**

152/21. Educator’s Colony

 Haridwar (Uttaranchal)

25 July 2019

The Editor

The Chronicle

 New Delhi.

**Sub. :** **Increase in Road Accidents.**

 Sir,

 Through the columns of your esteemed paper, I want to show my grave concern on the road accidents especially in the metropolitan cities of India. The given data represents that the metropolitan city of Delhi has the maximum rate of road accidents. It is because the crowd and the running traffic do not follow the traffic rules. They do not respect the red signals and the policeman standing on the crossing. They drive recklessly and are often drunk. The roads have become death traps and none is safe.

### In fact, there is no road or highway which is immune from reckless drivers. The youngsters try to show off on the roads and try daring devil acts. They overtake from the right and left as all are in a hurry. They think they are the ‘monarchs’ of the pedestrians or the homeless people sleeping on the pavements. Even the police care little for such lapses. There are no proper sidewalls for protection. The law enforcing machinery is too slow to wake. It is in the interest of all that we should be aware of the traffic rules. While plying our vehicles we should follow the motto “Live and let live.

Yours faithfully

 Arun/Anita

**Revision Home work (25.07.2019)**

**Q1.Write a letter to the editor of a national daily. Expressing your concert about the issue and the need to work on a war footing to counter the problem of poor enrollment of girls.**