




# 1

## LETTER WRITING

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**There are two types of letters.**

-  Formal or Official Letters
-  Application letters
-  Informal or Unofficial Letters or Friendly Letters

Letter Writing is an important means of communication.

### 1. Formal Letters

- (i) Written only for official purposes
- (ii) Written to an Editor, a Principal, the Municipal Commissioner, the Secretary of your Society, the Mayor etc.
- (iii) Should be brief and precise.
- (iv) Formal tone and polite expression.
- (v) Preferably 1 side of the page



### 2. Application Letters

- (i) To apply for a job
- (ii) Written to HR Manager
- (iii) Should be brief and precise.
- (iv) Formal tone and polite expression.
- (v) Preferably 1 side of the page

### 3. Informal Letters

- (i) Written to parents, family members, friends etc.
- (ii) Casual and light hearted tone.
- (iii) Lengthier than a formal letter.
- (iv) Preferably 1 side of the page

### FORMAT OF FORMAL LETTER

**WRITER'S ADDRESS**

29, Tulsi Apartment,  
Evershine Nagar,  
Malad (W).  
Mumbai - 400 064.  
2nd April, 2012.

**TO ADDRESS**

The Director,  
TP Publications,  
C/2007, Station Plaza,  
Bhandup (W).  
Mumbai - 400 078.

**SUBJECT:** .....

**SALUTATION**

Sir /Madam,

- 1st Paragraph → Introduction + Subject
- 2nd Paragraph → Causes / Remedies
- 3rd Paragraph → Conclusion (I hope that the concerned authority takes action as soon as possible)

Thanking you,

**SUBSCRIPTION**

Yours truly,  
XYZ.

**Different ways of starting the Formal Letters**

- ✍ With reference to the above mentioned subject, I the undersigned would like to draw your attention towards .....
- ✍ This letter is to bring to the notice of the concerned authorities .....
- ✍ I respectfully beg to apply for the grant of .....
- ✍ I shall be highly obliged if you grant me .....
- ✍ I am sad and disappointed to find that .....
- ✍ Over the last few days, there has been a sharp increase in .....

# FORMAL LETTERS

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1. Write a letter to the Police Commissioner (Railway Protection Force) to complain about the increase of mobile thefts in local trains.

A/6, Runwal Estate,  
Thane (W).  
6th October, 2012.

To  
The Police Commissioner,  
Railway Protection Force,  
Thane (W).

**Subject :** Complaint against mobile thefts.

Sir,

I am a resident of Thane and a regular commuter in the local trains running on the Central line. I wish to bring to your notice the increasing menace of mobile thefts in the local trains.

Few days ago my mobile was stolen from my handbag while I was traveling from Thane to Kurla. I very well remember having attended my last call near Bhandup and then keeping it back in my bag. When I got down at Kurla station and searched for my mobile to make a call, I was shocked to see that it was not there. I frantically searched for it but it was not there. It was then that I realized that while getting down from the train some people pressed against me unnecessarily. I somehow got down.

When I recalled the incident, I felt that there is a gang which is actively involved in these type of mobile thefts I was told by people around me that they have had similar experiences. It is my earnest request to you to look into the matter and take immediate action.

Thanking you,

Yours truly,  
XYZ.

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(**frantically** - agitated due to fear, **earnest** - purposeful, sincere.)

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2. Write a letter to the Municipal Commissioner, requesting him for sanctions of fly-over near the highway close to your place.

23, Green Park,  
Ghodbunder Rd.,  
Thane (W).  
6th October, 2012.

To  
The Municipal Commissioner,  
Municipal Corporation,  
Thane (W).

**Subject :** Request for a fly-over.

Sir,

With due respect I would like to bring to your notice the increasing number of vehicles and pedestrians on the Ghodbunder Road. Kindly consider the possibility of constructing a fly-over which will help in decreasing the acute traffic jam during the office hours.

The rush of office goers as well as school children is at its peak in the morning hours which poses a threat to the lives of people. If a fly-over is built there, it will reduce a bulk portion of the rush. Also because there will be no traffic jam people will be on time for their respective jobs.

It would be very kind of you if you could sanction a fly-over in this area from the higher authorities.

Thanking you,

Yours sincerely,  
ABC.

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(**sanctions** - approval, **authorities** - management.)

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**3. Write a letter to your local corporator complaining to him about the encroachments in your area.**



Neelam Nagar,  
Mulund (E),  
14th September, 2012.

To  
The Corporator,  
Congress office,  
Mulund (E).

**Subject :** Complaint about encroachments.

Sir,

I, the undersigned, a resident of Mulund (E) am a daily commuter to Bhandup. For the past few days it has become very difficult to walk on the road near Mulund Station due to the temporary stalls which take up a portion of the pavement as well as the main road.

As a result it becomes very difficult for people like us to walk during morning and evening hours. Also because of the encroached roads there is traffic jam and the road becomes cramped.

I humbly request you to please look into the matter and take adequate steps to remove the growing encroachments.

Thanking you,

Yours sincerely,  
ABC.

(**pavement** - raised path for pedestrians, **humbly** - respectfully, **adequate** - enough, **encroachments** - make inroads, intrude)

**4. Write a letter to the Editor of a daily about the random cutting of trees in your locality. (Sept. 2008)**

A/4, Lok Gaurav,  
L.B.S. Marg,  
Vikhroli (W),  
Mumbai.  
26th March, 2012.

To  
The Editor,  
The Times of India,  
D. N. Road,  
Mumbai – 1.

**Subject :** Complaint about cutting of trees.

Sir,

With due respect, I am to state that through your esteemed daily I wish to inform the concerned authorities that there has been a rapid increase in cutting of trees in the vicinity of the Godrej Company in Vikhroli.

The green belt in this area is a relief to the eyes of those who continuously see the concrete jungle in the neighbourhood. Cutting of trees results in ecological imbalance and also results in global warming.

I, on behalf of all the residents of this area, request you to kindly take immediate action to restore the greenery of this region.

Thanking you,

Yours sincerely,  
XYZ.

(**esteemed** - admired, respected, **vicinity** - surrounding area, **ecology** - branch of biology studying organisms, **imbalance** - loss of balance, **restore** - bring back.)

**5. Write a letter to an NGO requesting support for street children in your locality.**

28, Sangam Apts.,  
Versova Link Road,  
Andheri (West),  
Mumbai – 400 058.  
4th May, 2012.

To  
The Managing Trustees,  
Asha Sadan Charity,  
Mhada, Andheri (W),  
Mumbai – 400 056.

**Subject :** Request to support Street Children.

Dear Sir,

I, a resident of the above mentioned address request you to support the street children by organizing primary education for them in one of our building compounds.

I have heard a lot about the noble work done by your organisation. If you could arrange trained volunteers who could come in the morning to teach them, it would be good. I will arrange willing workers who can be trained by your volunteers. These street kids while away their time by getting involved in petty robberies and fights. It would divert their attention if we can arrange drawing and sewing classes, basic Maths and English classes, too. Some of them work as domestic help in the area. Many residents would love to contribute in kind and cash on special occasions so that these children will benefit tremendously.

Hope to receive your positive reply at the earliest.

Thanking you,

Yours sincerely,  
XYZ.

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(**while away** - pass time in a leisurely way, **divert** - distract)

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**6. Write a letter to the Municipal authorities requesting them earnestly to develop the vacant plot in your locality into a jogging track.**



1501, Arena Apts.,  
J.V.P.D,  
Vile Parle (West),  
Mumbai – 400 051.  
7th February, 2012.

To  
The Municipal Ward Officer,  
K – Ward,  
Vile Parle (West),  
Mumbai – 400 051.

**Subject :** Request to develop vacant plot into a jogging track.

Sir,

On behalf of the residents of the above mentioned address, I would earnestly request you to develop the vacant plot in our area into a jogging track.

The fact that there is not a single jogging track in the locality is obvious. In an over populated city like ours, where can one go for walks ? Isn't it beneficial to breathe fresh, unpolluted air early in the morning ? With more and more people becoming health conscious, brisk walking and jogging has caught up well with one and all. This jogging track will be a boon to residents of all age groups. Senior citizens can stretch their aching limbs. Growing children need it too as they are leading sedentary lives sitting before the computers and television.

It is my humble request to you to pay attention to this matter and do the needful at the earliest.

Thanking you,

Yours sincerely,  
XYZ.

(**brisk** - quick, **sedentary** - inactive)

7. Write a letter to the Principal requesting him/her to enhance the library as it would help the students with reference material for their projects.

303/C, Gulmohar,  
Juhu Lane,  
Andheri (W),  
Mumbai – 400 058.  
6th May, 2012.

To  
The Principal,  
St. Peter High School,  
Bandra (W),  
Mumbai – 400 050.

**Subject :** Request to enhance the school library.

Respected Madam,

I am a student of std X B. The school teachers have inculcated a good habit of reading in each one of us. The new syllabus demands submission of projects in all the subjects.

It is a pleasure to go through various books to gather reference material for our projects. Our library has a good stock of books but most of the subjects require the latest version as the matter is outdated but our library has mostly old editions. Students are dejected with this and lose interest in reading. They prefer surfing the net which is very convenient. I am an avid reader. Don't you think that each day fewer and fewer people are attached to reading ? If our school library has the latest collection of books, students will flock to read regularly.

It is an earnest request to you to avail us of this facility. Kindly, look into this matter at the earliest so that we have a number of students flocking together to the school library.

Thanking you,

Yours obediently,  
XYZ.

(**surfing** - searching, **avid** - very interested, **flock** - gather enthusiastically.)

8. Write a letter to the Editor highlighting the noise pollution in the city during festivals.

50/C Wing, Trishna,  
Warden Rd.,  
Mumbai – 400 036.  
16th August, 2012.

To  
The Editor,  
The Times of India,  
Fort, Mumbai – 400 001.

**Subject :** Complaint about the noise pollution during festivals.

Sir,

This is to draw your attention towards the increase in the noise pollution during festivals. The warnings to the public through the media every year falls on deaf ears. People, in general lack civic sense.

The noise pollution begins with the Ganpati festival. Every lane or by lane has blaring speakers which play Hindi film music throughout the day. I wonder how aged people might be pulling on for ten days of this festival. The deafening crackers worsen the situation. Certain areas during Navratri festival don't adhere to the 10 pm deadline. Life in Mumbai is so stressful for one and all that every individual should strive to maintain peace and calm as much as possible. Stricter laws should be enforced and higher fines should be levied. It is nearly impossible for the police to control such a burgeoning population of Mumbai.

Every Mumbaikar should consider it his moral responsibility not to disrupt the peace and tranquility of the others. I sincerely hope my words have an impact on the reader.

Thanking you,

Yours sincerely,  
XYZ.

(**blaring** - make a loud sound, **strive** - make great effort, **levied** - imposed, **burgeoning** - grow or increase rapidly, **fragility** - calmness.)

**9. Write a letter to the editor highlighting the menace of stray dogs in your area.**

701, Rajdeep Society,  
Ribeiro Street,  
Ghatkopar (E).  
Mumbai – 400 080.  
7th November, 2012.

To  
The Editor,  
The Times of India,  
Fort,  
Mumbai – 400 001.

**Subject :** Complaint about the menace of stray dogs in the area.

Sir,

On behalf of the residents of above address, I wish to draw your attention to the nuisance caused by stray dogs in our locality. I would like to bring to your notice the menace of stray dogs in the area. Their population has been steadily increasing over the last few years.



As we are all aware, the animal lovers' protest resulted in the disappearance of 'dog-catcher' vans earlier run by the municipality. At the same time, the sterilization programme introduced in lieu of that did not achieve any tangible result. Now the ever increasing number of stray dogs has really become a threat to the peaceful life of the people in the locality.

Their incessant barking at night is disgusting. Every lane in the locality has at least a dozen of stray dogs. They have bitten a few passers-by. It is very scary to walk past them with food items. Sometimes they follow the residents snarling at them. They enter the building premises, too. Children are terrified at their very sight. I would really suggest that these dogs should be vaccinated with anti-rabies. Some N.G.O's can take up a few of them and put them up for adoption. The municipal authorities should take appropriate measures by working hand in hand with the NGO's.

I hope some action is taken at the earliest to make the residents feel safe from this growing nuisance.

Thanking you,

Yours sincerely,  
XYZ.

(**steadily** - regularly and continuously, **nuisance** - an annoying thing)

**10. Write a letter to the Editor complaining against the uncleared garbage pile in your locality.**



703/B, Saranga Towers,  
Yari Road,  
Andheri (West),  
Mumbai - 400 050.  
26th June, 2012.

To  
The Editor,  
The Times of India,  
Fort, Mumbai - 400 001.

**Subject :** Complaint about the garbage pile in the locality.

Sir,

I wish to draw your attention to the uncleared garbage pile in our locality. The lane which leads to our building has been converted into a large dumping ground by the people.

For a few days, the Municipal authorities failed to clear the waste so some residents lacking civic sense conveniently started dumping garbage in that particular area which has now led to the pile growing. There is an out-break of malaria due to this. Our building recently organized pest control but the condition is deteriorating. With a few heavy showers in the last few days, there is an increase in mosquitoes. Our request to the Municipality is falling on deaf ears. Residents are suffering due to this.

I hope that the necessary steps would be taken and the concerned authorities will wake up in time and take prompt action at the earliest.

Thanking you,

Yours sincerely,  
XYZ.

(**deteriorating** - worsening)

**11. Write a letter to the Editor complaining about the bad conditions of roads and drains in your city.**

104/B Ruia Palace,  
Juhu,  
Mumbai – 400 057.  
2nd June, 2012

The Editor,  
The Times of India,  
Fort,  
Mumbai – 400 001.

**Subject : Complaint about the bad conditions of roads and drains.**

Sir,

I would like to draw the attention of the concerned authorities to the pitiable conditions of the roads in the city. The condition of the roads in the by lanes is indeed very pathetic. The drainage system is even worse.

There are gaping potholes in the middle of the roads. Most of the roads are in a state of disrepair. It is difficult to drive during the day while venturing out at night is disastrous. The drainage system is choked. This was proved last week during the pre-monsoon showers when the markets were flooded with water. What would happen with the advent of monsoons? The road repairs and the cleaning of drains should be taken up immediately. Wherever required, the encroachment of public land that is impairing drainage should be immediately demolished. This would not only make the city roads wide and decongest the traffic but would also make the city clear and beautiful.

I would request the civic authorities to take lead in this civic problem at the earliest.

Thanking you,

Yours sincerely,  
XYZ.

(**advent** - arrival, **gaping** - wide, **encroachment** - intrusion on other's territory, **pathetic** - arousing pity, **venturing** - undertake a risk, **impairing** - damaging, worsening, **decongest** - remove congestion)

**12. Write a letter to the Chairman of your Society complaining against your immediate neighbour's habit of playing the music system loudly at night which disturbs you.**

1310/A, Brighton Towers,  
Lokhandwala Complex,  
Andheri (W),  
Mumbai – 400 053.  
27th January, 2012.

To  
The Chairman,  
Brighton Towers Co-op Society Ltd.,  
Lokhandwala Complex,  
Andheri (W),  
Mumbai – 400 053.

**Subject :** Complaint about Loud Music at Night.

Sir,

I would like to draw your attention to a problem which has been disturbing me for quite some time. This is with reference to Mr. Gupta, the resident of Flat no. 1309, my immediate neighbour whose habit of playing the music system loudly at night is annoying.

I had initially thought that it could be some occasion for celebration but its persistence is tremendously disgusting since we are living in close proximity to each other. The blaring music causes a lot of discomfort. My younger brother and I are unable to sleep at night. During the last month when I had my exams, I was unable to concentrate on my studies. I have no intention of coming in the way of his love for music but would kindly request him to keep the volume low. This would enable me to study and sleep peacefully too.

I would indeed be grateful if you could take note of my suggestion and take appropriate steps so that this problem is resolved at the earliest.

Thanking you,



Yours sincerely,  
XYZ.

(**persistence** - continue to exist, **proximity** - closeness, **appropriate** - suitable)

**13. Write a letter to the District Sports Officer inviting him to grace the 'Annual Sports Day' function to be held in your school. (Sept. 2011)**

A/4, Lok Gaurav,  
L.B.S. Marg,  
Vikhroli (W),  
Mumbai.  
23rd December 2011.

To  
The District sports officer,  
District Krida Karyalaya,  
Mumbai.

**Subject :** An invitation for 'Annual sports day'

Sir,

I, XYZ, the head boy of ST. Joseph high school am writing this letter to invite you to grace the occasion of our school "Annual sports day".

The venue for this event is Kamdar station at worli on 23rd December 2011. The students will report to this venue at sharp 8 in the morning and all the parents and guests will arrive at 9 am. we request a special favour from you ie we would be honoured if you could grace the occasion as a chief guest to inaugurate the function and give a speech.

It will be an honour to have you with us on our 'Annual sports day'. I hope you spare some time for us eagerly waiting for your reply.

Thanking you,

Yours truly,

**14. Write a letter to the District Sports Officer to help the school improve in sports. (ground, grants, facilities, coach). (March. 2011)**

A/4, Lok Gaurav,  
L.B.S. Marg,  
Vikhroli (W),  
Mumbai.  
23rd December 2011.

To  
The District Sports Officer,  
Mumbai Krida Karyalaya,  
Mumbai.

**Subject : Request to help the school improve in sports**

Sir,

It is very well known to all that sports is one of the most important aspects of a student's overall growth and neglecting it would be detrimental to a student's progress. I, the headboy of St. Xavier's School, am writing this letter to bring to your notice that this very important aspect is being highly neglected by schools.

Though our school gives a lot of importance to sports and encourages us in this area, we the students of St. Xavier's School, are of the opinion that if provided with adequate facilities like a more spacious ground for practice, and professional coach for every sport which can be done with more grants for the above mentioned suggestions. After all, for a sound mind you need a sound body.

I hope you take our suggestions and give the future generation an opportunity to have better facilities and support to excel in sports

Yours truly,  
XYZ.



### FORMAT OF APPLICATION LETTER

**WRITER'S ADDRESS**

29, Tulsi Apartment,  
Evershine Nagar,  
Malad (W).  
Mumbai - 400 064.  
2nd April, 2012.

**TO ADDRESS**

The HR Manager,  
TP Publications,  
Bhandup (W).

**REFERENCE:** .....

**SUBJECT:** .....

**SALUTATION**

Sir /Madam,

- 1st Paragraph → Introduction + Reference + Subject
- 2nd Paragraph → Qualification + Work experience
- 3rd Paragraph → Showing interest in job

Thanking you,

**SUBSCRIPTION**

Yours truly,  
XYZ.

**ENCLOSURES :** (i) \_\_\_\_\_  
(ii) \_\_\_\_\_

# APPLICATION LETTERS

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1. Read the following advertisement and prepare a letter of application. (You do not have to prepare your bio-data).

## WANTED

Young. Male/Female sales representatives.  
Candidates should be graduates with a good command of English and Marathi. Apply with detail Box A - 605. TOI. Mumbai - 400 001.

C/2, Gulmohar Park,  
J.J.Road, Mahim,  
Mumbai - 400 016.  
6th May, 2012.

To  
The Advertiser,  
Box A - 605,  
The Times of India,  
Mumbai - 400 001.

**Reference :** Your advertisement in the "The Times of India" dated 5th May '99.

**Subject :** Application for the post of sales representative.

Sir,

With reference to your advertisement for a sales representative in yesterday's issue of 'Times of India'. I wish to apply for the post.

I passed my B.com with a first class from Bombay University in May 1998. I have just completed a diploma course in Business Management and Sales. I am 23 years old and I have a fine physique. I have a good command of English, as I studied at St. Xaviers High School and Marathi is my mother tongue. I can also speak Hindi and Gujarati quite well. I have a good aptitude for salesmanship.

I assure you that if I am given the post. I shall give it my very best and shall not give you any chance to reconsider your decision.

Yours faithfully,  
XYZ.

**Enclosures :** (i) CV.  
(ii) Photocopy of examination result.  
(iii) Certificate from APTECH.

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2. Write a letter of application in response to the advertisement given below :

Reputed software company requires Office Assistants.

Candidates must be HSC, with a working knowledge of computers, having good communication skills and fluency in English.

Reply to : The Advertiser, Box No.137, The Times of India, Mumbai - 400 001.

101, Ramayan Apts.,  
M. G. Nagar,  
Mulund – 400 080.  
6th March, 2012.

To  
The Advertiser,  
Box No.137,  
The Times of India,  
Mumbai – 400 001.

**Reference :** Classified ad in the Times of India dated 5th March, 2012.

**Subject :** Application for the post of Office Assistant.

Sir,

With reference to your advertisement in The Times of India, page 3, dated 5 March, 2009, I wish to apply for the post of Office Assistant.

I have passed the HSC (Commerce) with 65%. I have a good command over the English language alongwith good communication skills. I have also done a three month's course in Computers from APTECH and have knowledge of WORD and EXCEL.

I am a person of vision and always aim at excelling at whatever job I take up. My skills will definitely be of great use to the company. I am good at working as a part of a team.

I do hope that you will consider me suitable for the post. I am submitting my CV along with this covering letter. I am also submitting photocopies of my HSC examination results and the certificate from APTECH. I hope they meet your requirements.

Thanking you,

Yours sincerely,  
XYZ.

**Enclosures :** (i) CV.  
(ii) Photocopy of examination result.  
(iii) Certificate from APTECH.

**3. Write a letter to the Divisional Secretary, SSC Board, to issue a duplicate copy of your SSC Certificate.**

3, Moti Mahal,  
S.L.Road,  
Gangurde Chowk,  
Mulund - 400 080.  
29th September, 2012.

To  
The Register,  
Mumbai Divisional Board,  
Maharashtra State Board of Secondary and  
Higher Secondary Education,  
Sector 17, Vashi,  
Navi Mumbai - 400 701.

**Subject : Request for Issue of duplicate SSC Certificate.**

Dear Sir,

I passed the SSC Examination of the Mumbai Board in March, 2007. I was a student of S.M.P.R School, Mulund. I received the SSC Certificate through the school but unfortunately I have lost it. It still remains untraced. The particulars of the SSC Certificate sought are as follows :

Name : XYZ

Seat no. : A 241 306

Center : Mulund

Please issue a duplicate certificate to me at your earliest. I have to submit it to my Junior College.

Thanking you,

Yours truly,  
XYZ.

**4. Write a letter to the principal of your school making suggestions for the improvement of the school canteen.**

Navjivan Vidyalaya,  
Jain Colony,  
Thane.  
16th November, 2012.

To  
The Principal,  
Navjivan Vidyalaya,  
Sangaon.



**Subject : Complaint against the Management of the school canteen.**

Sir,

It pains me to draw your attention to the pathetic condition of the school canteen. The manager is absolutely careless about sanitation and hygiene. The floor remains unwashed for days and the foodstuffs are exposed to flies most of the time. A regular clean-up with phenyl is necessary to improve the sanitary condition of the canteen.

Besides, we have actually seen the cook using substandard unhygienic oil for cooking. Very often previously used oil is re-used to cook next day's menu.

A strict warning from you on this score could persuade the owner not to be stingy at the cost of the health of the students.

Sir, please use your good offices to prevail upon the manager to reduce the cost of the food items in order to suit our pockets.

I am writing this letter on behalf of my friends who feel the same way.

We are sure that you will look into the matter and set things right soon.

Thanking you,

Yours obediently,  
XYZ



**5. Write a letter to the Editor. The City Times, complaining about frequent failure of electricity in your city and suggest measures for improvement.**

A-201, Red Woods,  
Beauty Garden,  
Dadar, Mumbai.  
6th August, 2012.

To  
The Editor,  
The Times of India,  
Mumbai - 400 001.

**Subject :** Complaint against Frequent failure of electricity.

Sir,

Kindly permit me to draw the attention of the concerned authorities, towards the inefficient and inadequate electricity supply in our area.

The authorities must be aware that August is the examination month in Mumbai. Despite this fact, we are suffering from repeated instances of power failure. There was a total black out on 1st, 2nd and 3rd August from 4 p.m. to 12 p.m. This is causing great agony to students like me. We are deprived of our next day study and consequently feel nervous about our exams. Apart from this, daily chores are also disrupted.

May I request that special attention be paid to the cause of the power failure and that power cuts be avoided at night ? I also request the M.S.E.B. to keep a constant check on the same.

I hope you will do the needful.

Thanking you,



Yours faithfully,  
XYZ.

**6. Application for the post of the librarian.**

**(March 2008)**

2/12, Rose Villa,  
Near A. R. Mall,  
Mahim, M.G.Road,  
Mumbai – 400 042.  
17th March, 2012.

To  
The Principal,  
R. F. College of Arts & Commerce,  
S. V. Road, Goregaon (W),  
Mumbai – 400 072.

**Reference :** Your advertisement in 'The Times Of India' dated 16th March, 2012

**Subject :** Application for the post of a Librarian.

Sir,

With reference to the above mentioned subject, I wish to apply for the post of Librarian in your esteemed educational institution.

Sir, I am a graduate of Arts from Mumbai University. I have also done my B. Lib from the same university. I have been working as an assistant librarian in K. K. College of Arts for two years. My detailed resume is attached for your kind and considerate perusal.

Given a chance, I promise to serve to the best of my potential. I am looking forward to your positive reply.

Yours faithfully,  
XYZ

**Enclosures :** 1) Resume.  
2) Photocopies of certificates and testimonials.

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**7. Write a letter to the District Collector about the lack of transport facilities in your district. (March 2010)**

Happy Apartments,  
305, 3rd floor,  
M.G.Road, Nanded.  
16th March, 2012.

To  
The District Collector,  
Main Street,  
Nanded.

**Subject :** Lack of transport facilities.

Sir,

I am a resident of your district. I wish to bring to your kind notice the lack of transport facilities in our district, Nanded.

It has become very difficult for us to be punctual anywhere - office, school or any place of work, as the transport facilities are poor and insufficient to cater to the increasing population of Nanded. The frequency of Public Transport facilities is very less and irregular and the residents have to wait for long hours. One has to cover a long distance either by walking or by bicycle because everyone cannot afford a bike, cab or a private vehicle.

So, we kindly request you to understand our problem and make available more public transport facilities at the earliest. The people of our district will be grateful to you.

Thanking you,

Yours faithfully,  
XYZ.

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**20. Write a letter to the Divisional Forest Office, Bhandara, seeking permission to visit Nagzira Sanctuary and make a booking for a weekend visit. (March 2009)**

Modern English School,  
N.G. Road, Kalwa,  
Thane.  
5th December, 2012.

To  
The Divisional Forest Officer,  
Nagzira Sanctuary,  
Bhandara, - 411 904.

**Subject :** Permission to visit Nagzira Sanctuary.

Sir,

I, XYZ, the head boy of Modern English School, Thane, am writing this letter to seek permission to visit the Nagzira Sanctuary.

The new curriculum of the State Board has added to our interest in wildlife and this has resulted in our decision to visit the sanctuary as our last school trip. Fifty students of the two divisions of Std. X wish to visit the place. We have planned our trip in the last week of this month. It will be a 3 day 2 night visit and would like to stay in the 3 star hotel in the premises and would like to avail of all the meals too. Kindly give us a reasonable package. We would also like to know if you can provide a staff member or a guide to show us around.

Kindly reply at your earliest.

Thanking you,

Yours truly,  
XYZ.

**8. Write a letter to the Principal of your school requesting him to arrange an educational tour to a historical place. (Sept. 2009)**

Model English High School,  
Grain Market Road,  
Warangal - 506 002.  
1st July, 2012.

The Principal,  
Model English High School,  
Warangal - 506 002.

**Subject :** Request to arrange an educational tour to a historical place.

Sir,

We, the students of X A, would like to draw your attention for an educational tour to a historical place.

As you know that India is a land of rich and varied history. Many rulers dynastied and emperor have fought over and conquered different parts of India during its eventful history. The varied rulers and dynasty left behind their legacies in the form of grand monument and buildings in different historical places in India. Most of India cities have a history worth exploring for the tales of the past are truly fascinating. The various monuments including palaces, forts, victory pillars and tools in different historical places of India tell glorious stories of India's fascinating history. Like the temple of Khajurao in Madya Pradesh, Konark at Orissa and Meenakshi temple in Madurai. The Konark temple is a UNESCO world heritage sight and an architectural marvel. Mahabalipuram is carved with the pictures of Mahabharata. Bodh-Gaya in Bihar has a

close association with Gautam Budha where the Buddhist pilgrims from all over the world travel to. For a student who really wants to understand India, what better way than a visit to these fascinating historical places.

So, I earnestly request you to arrange an educational tour to a historical place and give us an opportunity to explore our beautiful country, India. Hope for a favourable response.

Thanking you in anticipation,

Yours truly,  
XYZ.

9. Your brother had applied for a job in a telemarketing communications company. The employer has asked that his resume be sent immediately to the company.

(Sept. 2010)

**RÉSUMÉ OR CURRICULUM VITAE**

Name : Amol Gupta  
Date of Birth : 17th Oct, 1980.  
Address : 20/A, Trishna Apts.,  
Versova Link Rd,  
Andheri (W).  
Mumbai - 53.  
Tel : 022 - 26351897  
Marital Status : Single  
Academic Achievement :

Examination	School/college	Board /University	Year	%
M.A	Wilson College	Mumbai	2001	61%
T.Y.B.A.	Wilson College	Mumbai	1998	65%
H.S.C.	Wilson College	Mumbai	1995	78%
S.S.C	Queen Marys School Grant Rd.	Maharashtra State Board	1993	79%

Other qualifications : Voice and accent training (Wipro - BPO)  
: 1 Year Course in Mass communication from St Xavier's College.  
Work Experience : Worked in a BPO (Wipro) for 2 years.  
Extra Curricular : Active participation in Elocution contests, debates and  
Activities : activities at interschool and Inter College level.  
: Active member of W.M.F in college.  
Reference : Mr. Chakraworty. C.E.O of Wipro (Powai).  
: Professor Karai H.O.D Wilson College.  
(English Dept)



### FORMAT OF INFORMAL LETTER

**WRITER'S ADDRESS**

197, Hemant Apt.,  
Sadashiv Peth,  
Pune - 411 002.

**DATE**

2nd March, 2007.

**SALUTATION**

Dear /My Dear /Dearest,

1st Paragraph

2nd Paragraph

3rd Paragraph

**SUBSCRIPTION**

Yours lovingly,  
XYZ.



#### Different ways of starting informal letters

- ✍ It is with a heavy heart that I pen these few lines to condole .....
- ✍ Your father's untimely demise has profoundly shocked me .....
- ✍ I was quiet concerned to hear that you find it very difficult to .....
- ✍ It was shocking to hear that a brave, intelligent girl like you is unable to .....
- ✍ It's indeed been long since you wrote to me.
- ✍ I am so excited that I feel I must share with you a piece of Good News ! Can you guess what it is ! Yes, this Annual Day was great for me as, .....

# INFORMAL LETTERS

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1. Write a letter to your friend Pawan giving reasons why you wish to take up Commerce and not Science.

57, Sai Nagar,  
L.B.S. Marg,  
Bhandup (W),  
Mumbai – 78.  
7th August, 2012.

Dear Pawan,

You are the only friend of mine before whom I can open my heart freely. I shall not hide anything from you. I have preferred Commerce to Science for some personal reasons.

Truly speaking, I have no aptitude for Science. It appears to me dry, dull and too hard to master. You know it very well that I am not a studious boy. I believe in taking life easy. I am also not so career conscious, and I can't hope to be another Newton.

I would have opted for Arts faculty, had my father not objected to it firmly. Commerce, I think, will be suitable and beneficial. This has a valid reason also. You know we have a family business. Eventually, I have plans to settle down in this family business. The study of accounts and commercial law will prove to be of great practical help to me in this.

But I would advise you to take an independent decision, suited to your taste and means.



Yours lovingly,  
XYZ.

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(**opted** - made a choice, **valid** - appropriate, justifiable.)

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2. Write a letter to your pen friend in Mauritius asking him to come and participate in your elder brother's wedding, mentioning some interesting events that will be part of the wedding celebrations.

39, Paradise Apartment,  
Gokhale Raod,  
Naupada, Thane (W).  
14th September, 2012.

Dear Hamid,

It was a pleasant surprise to receive your letter. It is heartening to note that you still love and remember your motherland from where your grandfather had migrated to Mauritius in 1950. I take this opportunity to invite you and your parents to the wedding of my elder brother, Raj. It is fixed for January 5<sup>th</sup> 2008. You will enjoy your home coming. You will see how an Indian wedding is celebrated.

The marriage party will leave for Nasik on 5<sup>th</sup> January. You would love to see this lovely place. The wedding itself will have many interesting features. An orchestra team and a dance party have been booked to entertain the gathering. The marriage will be

celebrated with traditional gaiety, and pomp and show. The wedding ceremonies will go on all through the night. I am sure you will enjoy being an honoured guest at these. I shall feel obliged if you come and attend the wedding celebrations.

Yours lovingly,  
XYZ.

**(heartening - welcoming, migrated - shifted, gaiety - cheerful, obliged - thankful.)**

**3. Write a letter to your friend to condole his mother's demise.**

54, Cooper Building,  
L.B.S. Marg,  
Vikhroli (E),  
Mumbai.  
13th September, 2012.

Dear Ravi,

Your mother's sudden and untimely demise has shocked me. It is indeed an irreparable loss to you and the entire family. When I came to know of this most unfortunate happening, I was taken aback. A mother is a person who not only gives birth to us but also nurtures and loves us. Dear friend, at this crucial point of time you have to be very strong boy and console other family members. I know even your father must be feeling shattered after your mother's demise. Now you have to be strong and stand by your father in this hour of crisis.

I am always there by your side. If you need any help, this friend is there to help you. I know your mother's loss cannot be made for, but life has to go on. Have faith in the Almighty and try to move ahead in life. I sincerely pray for the departed soul so that it may rest in peace. With a heavy heart, I pen off.

Your loving friend,  
XYZ.

**(demise - death, shattered - broken, departed - passed away.)**

**4. Write a letter to your brother telling him how you collected money for drought relief.**

59, Rutu Enclave,  
Ghodbunder Rd.,  
Waghbil,  
Thane (W).  
14th Sept., 2012.

Dear Rohan,

Since you are a regular reader of the newspaper, you must have read about the drought condition in Rajasthan. This is the fourth consecutive year when the rain – God has refused to smile on this cursed territory. Western Rajasthan is a part of Thar Desert, with a sea of sand and no vegetation. Failure of rain is a big problem. They are really leading a hard life.

With a view to helping our unfortunate brethren, we the students of 10<sup>th</sup> class of

our school decided to raise relief funds. We formed several groups and went to every house in the neighborhood colonies. The people responded to our appeal and donated generously. We also organised a Charity Show and a Mini Fair in our colony. Again, the people showed their deep concern. They helped us with clothes, medicines and cash.

We collected about Rs. 80,000 in a week's time. We are sending a team of boys to Jodhpur to distribute the funds to the needy people. I wish that everybody would donate generously for this noble cause.

Yours lovingly,  
XYZ.

(**brethren** - same community, **concern** - worry)

**5. Write a letter to your friend telling her about how and why your father disapproves of your obsession with the western culture and ask for her help.**

223-A, Kirti Nagar,  
Dombivali (E),  
Thane.  
10th May, 2012.

Dear Avanti,

I am writing this letter to you in the hope of getting some help. Of late, my father is disturbed because of me.

He does not approve of my listening to western music. I love film music and I have bought a lot of cassettes from my allowance. But whenever I switch on my music system, my father frowns and orders me to switch off the 'jarring noise'. He says that I am breaking all links with our culture. I like Indian clothes and food too. But I also like to wear western clothes some times, and to eat junk food occasionally. I do not like to disobey my parents, but I do not want to give up my liking for western music and western clothes. My father has categorically told me not to wear those gaudy T-shirts and faded patched jeans.

Kindly tell me how I can convince my father that western music and western culture are not bad at all. I want to have a loving and affectionate relationship with my father. I seek your advice for that.

Your loving friend,  
XYZ

(**approve** - grant, **frown** - to show disapproval, **categorically** - importantly, **gaudy** - colourful.)

**6. Write a letter advising your younger sister/brother to avoid eating junk food.**

203/B Trishul Apts,  
Versova Link Rd,  
Andheri (W),  
Mumbai - 400 053.  
21st October, 2012.



Dear Siddharth,

I am sorry for not having written to you for quite some time. I was busy preparing for my exams. I was reading an interesting article in the paper about 'Unhealthy Eating Habits prevailing amongst teenagers and you came to my mind.

Siddharth, mother was telling me a few days back that your indulgence in junk food is on the rise. You refuse to eat healthy food. Remember, what seems tasty for your tongue is absolutely harmful to your system. A high – fat diet can disrupt the body's internal clock and cause behavioural changes, too. You must eat baked or grilled food that mother makes instead of deep fried stuff. Consume lots of fruits, vegetables and pulses. Snack on almonds and walnuts in between meals. According to WHO, fizzy drinks, sweets and biscuits do not contain natural sugars found in fruits and vegetables. With increasing stress levels due to studies, don't you think you should indulge in a balanced diet? Haven't you heard 'Health is Wealth'?

Please do not ignore what I have shared with you. Mother is worried about you. Take care of your self. Bye.

Your loving sister,  
XYZ.

(**prevailing** - existing, **indulgence** - give free, **disrupt** - shatter)

**7. Write a letter to your cousin who is born and brought up in U.S.A persuading him to visit India.**



501, Sheffield Towers,  
Lokhandwala Complex,  
Andheri (W),  
Mumbai – 400 053.  
2nd November, 2012.

Dearest Tania,

It felt so good to hear from Aunt Pallavi that you had a wonderful trip to Japan. You must have gathered enough information for your project and made many new friends, too.

You have visited so many countries in the world at your age. It's great! Why don't you plan a trip to India? Aunt had told me once that the very mention of India makes you frown as you think of pollution, over population and untidiness. There is a lot to marvel at and admire also. You must experience it your self. I am sure you will love Mumbai, Delhi, Goa, Kerala.... I can go on and on. Come and discover our incredible land. Aren't you keen to see your mother's school and college in South Mumbai? You will be overwhelmed by staying with all of us. Believe me, it will be a memorable experience for you. Your mother keeps yearning to meet all of us with you around, too. I will help you buy all the ethnic stuff you are fond of.

Please give my suggestion a serious thought and you will not regret it. Give my regards to Aunt and Uncle. Hope to hear from you soon.

Yours lovingly,  
XYZ.

**8. Write a letter to your mother sharing with her how inspired you are by Anne Frank who passed away when she was not even sixteen.**

13, Kushal Mangal Apts.,  
Jai Veer Marg,  
Lower Parel,  
Mumbai – 400 061.  
3rd January, 2012.

Dearest Mother,

I enjoyed eating the 'Besan Ladus' you sent me. How I pounced on every bit ! You are the best cook in the world. You always wished that I should be an avid reader. I have taken up reading very sincerely.

You will be happy to know that I have finished reading 'The Diary of a Young Girl' by Anne Frank. This book has become a world classic. Anne Frank, a thirteen-year-old Jewish girl and her family fled their home in Amsterdam and went into hiding in 1942, with Nazis occupying Holland. I wonder how they lived cloistered in the "Secret Annexe" of an old office building for two years. Cut off from the outside world, they faced hunger, boredom and the threat of discovery and death. It is a fascinating book offering an interesting commentary on human courage and a compelling self – portrait of a sensitive and spirited young woman whose promise was tragically cut short. I remembered your words telling me to be grateful to God for bestowing us with so many blessings. People like Anne Frank went through such a tough life.

I will keep reading such inspiring books to motivate myself. You were correct. Reading is the best hobby. Give my regards to Daddy. Bye.

Yours lovingly,  
XYZ.

**9. Write a letter to your friend describing your pet to him/her.**

101/B Wing Montana,  
Veera Desai Rd.,  
Andheri (West),  
Mumbai – 400 059.  
13th February, 2012.

Dear Reena,

It feels so good to have lots of leisure time in your hand and nothing to do. I had a very hectic schedule till Sunday but now I am relaxed. I have something wonderful to share with you. Mother and father have allowed me to keep a pet dog.

Yes, a few days back, my dad's friend approached us if we were interested to buy a Labrador breed puppy which his friend wanted to sell. Father gave in and guess what! The cute, cuddly two year old is mine. It is grey in colour with floppy ears. I have named him 'Mischief' as he justifies it. His arrival has cheered all our family members. He is a brat who wants a lot of attention and pampering. The best part is that he understands like a small child when we are talking about him. He loves people admiring him but does not like to be held by strangers. He gave us a tough time during Diwali as the deafening crackers scared him a lot. He preferred to remain under our sofa. I could

go on and on with a sense of pride the way a parent would express fondness for his child.

Do drop in home to meet Mischief. My world revolves around him. Give my regards to your parents.

Your loving friend,  
XYZ.

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**10. Write a letter to your younger sister/brother informing him/her how exercise has helped you tremendously.**

1505/6 – Kingston,  
Four Bunggalows,  
Andheri (West),  
Mumbai – 400 057.  
13th April, 2012.

Dear Apreet,

It was great news to know that you have topped your class once again. Congratulations ! Let me share with you my experience of the new fitness and exercise regime that I have included in my routine. Indulging only in studies is not enough.

I was very lazy and was put off by the thought of getting up early and going for an hour of brisk walk, but Dad played a key role in motivating me. After initial phases of sulking and grumbling, I started enjoying it. I experienced severe body ache for the first few days due to lack of exercise but now my stamina is improving. My appetite has improved, too. Most importantly, my concentration in studies has enhanced due to a new wave of energy and vigour felt through out the day. I feel very active now and can have a heavy breakfast the most important meal of the day. Exercise helps us to feel very positive and drives away our depression and laziness.

You must force yourself to inculcate this habit of vigorous exercise at least for 30 minutes each day and experience the difference. Do write soon. Bye.

Your loving sister,  
XYZ.

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**11. Write a letter to your friend explaining to him the significance of a positive attitude in life.**

505/C, Sangam Apts.,  
Thakur Village,  
Kandivili (E),  
Mumbai – 400 089.  
28th August, 2012.

Dear Rupal,

I was overjoyed to receive your long awaited letter yesterday. I was happy to know that you have fared quite well in the Common Entrance Test, but why are you worrying about the results?

You have given your best shot, now sit and relax. Stress is a known factor for various

causes. Does worrying help? Only optimism and a positive outlook succeeds eventually. I know your nature, you must be thinking what would happen if your results are not up to your expectations. Will this unnecessary thinking help you do better? Your parents might be so unhappy looking at your tensed expression. Have you thought about them? Be optimistic, read inspiring books, go out with friends and enjoy yourself. Tell yourself that the best you deserve will happen. Trust God. You have to change your nature or you will fall prey to this habit at every stage in life. Work at it. I wish you all the best.

Do keep in touch. Give my regards to your parents.

Yours affectionately,  
XYZ.

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**12. Write a letter to your younger brother who was caught copying in his exams. Advise him on values, and principles in life.**

124, Nehru Apartments,  
Worli,  
Mumbai – 400 025.  
20th September, 2012.

Dear Jash,

Thanks for your lovely birthday card. It was very well made. Yesterday, I visited a book exhibition and have picked up a book on “Human Values” for you. After all, character plays a very significant role in one’s life.

I was shocked to hear from mother that you were caught copying in your exams. It was shocking and very embarrassing to know this. What’s wrong with you? Weren’t you prepared for the paper? Even if you hadn’t studied, what was the need to cheat? Remember, it is important to be a good human being first. Scoring a few more marks by employing low means is not right. Frankly speaking, I was ashamed as I was the Head boy in class X and the thought that the Principal and the teachers would discuss about my brother cheating in class was a very disturbing thought. Mother told me that she has to meet the Principal along with Father. What an embarrassing moment for them! Our deeds reflect our family background, don’t you know that?

Hope you realize your mistake and promise yourself to be honest always. You can improve for the best only if you are determined to do so. Take care. All the Best.

Your loving brother,  
XYZ.

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**13. Write a letter to your friend who is a spend thrift and loves splurging. Advise him/her about the significance of saving money and using it prudently.**

210 B/Shyam Buwan,  
Gazdar Street,  
Chira Bazaar,  
Mumbai – 400 004.  
30th October, 2012.

Dear Akshay,

Sorry for not being able to write to you. Mother was unwell so we were all very disturbed Hmm .... So you are pestering your father for the latest Nokia cell phone.

Remember our English teacher in Class IX? Mrs. Davar had dictated a long list of quotations once. One of them had a deep impact on me. Gandhiji's quote, "Never buy before you need it". Ponder over it, splurging once in a while is reasonable but falling a prey to it is wrong. You must value money. Just because your parents give in easily, you musn't take advantage. I suggest you take up some part time job during holidays, it will help you understand how difficult it is to earn. 'A penny saved is a penny earned'. If you don't learn the significance of saving wisely now, you will be very miserable later. Look around you, there is so much poverty. Count your blessings and control this temptation of showing off before others. Help the poor if you can.

I am sure you will turn a new leaf. Please give a thought to what I have shared with you. Your parents will heave a sigh of relief. Take care. Bye.

Your loving friend,  
XYZ.

**14. Write a letter to your cousin describing how you celebrated Diwali holidays.**

1301/1302 Indradarshan,  
Lokhandwala Complex,  
Andheri (West),  
Mumbai – 400 053.  
15th November, 2012.



Dear Nisha,

I will be getting back to a very hectic schedule as the Diwali holidays are coming to an end. Hope you had a great Diwali. I enjoyed thoroughly here in Mumbai itself.

You are aware of Lokhandwala Shopping Festival every year during Diwali. The entire area is illuminated. How heavenly it looks! A week before Diwali, spirits run high as the environment plays an important role. I shopped like crazy with Mother and didi as all the outlets offered heavy discounts. Mother taught me how to make sweets like Besan Laddu, Karanji and Anjeer Halwa. It was fun. For the first time, my rangoli looked beautiful. I saw a few good movies too. We were invited for lunch and dinner by close friends and dad's cousins in town. Minu aunty was here with her children from U.K. so it was fun taking them around for sight seeing as well. I didn't burst a single cracker as I didn't want to pollute the environment further. This is my way of doing a bit for the environment.

The entire vacation flew by. I think I have put on a lot of weight feasting on the delicacies. Now back to studies and weight loss programme. Give my regards to Aunty Maya and Pradeep Uncle. Bye.

Yours lovingly,  
XYZ.

**15. Write a letter to your younger brother/sister congratulating him/her for performing a heroic deed.**

B – 610, Akansha Bldg,  
Irla, Vile Parle (West),  
Mumbai – 400 050.  
4th March, 2012.

Dearest Tina,

I received mother's letter yesterday. My God! I couldn't believe what I read. You have actually played a dashing role in saving an old man's wallet. Unbelievable! Congratulations, little sis, you are amazing.

Mother wrote to me how you actually saw a suspicious looking character nearly escape with the wallet of an aged man. You raised an alarm and the driver stopped the bus and the thief was nabbed. I felt as if I was reading some newspaper article. I am so proud of you! I still remember you as a shy and a timid child, not uttering a word at all. You have finally outgrown your shyness. I am so happy for you. You must have felt so elated with this noble act of yours. Mother informed me that the old man whose wallet you saved was rushing to the hospital where his wife was hospitalized. What would have happened if you had not reacted in time! You have indeed set an example for all. Continue with such deeds each day.

I am myself very inspired by you. Believe me, you deserve a warm hug for this. Give my regards to mother and father. Bye.

Your loving sister,  
XYZ.

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**16. Write a letter to your father seeking permission to join a South India tour.**

Shanti Kunj,  
Tagore Road,  
Santacruz (West).  
Mumbai - 400054.  
8th January, 2012.

My dear Father,

You will be surprised to get this letter hardly a few days after my previous one. But, father, there is a pretty good reason for this.

My class is going on a South India tour of 15 days during the ensuing vacation. Though we have not yet received the detailed tour programme, our teacher says we shall visit Kerala and Tamil Nadu. My classmates and teachers very much want me to join. It promises to be a wonderful tour. And the school is paying half the total cost. So the tour will be very cheap. Each of us has to pay only Rs. 3000 in all.

I have not seen South India at all. Please father, may I go? I very much wish to. I give you my solemn promise that I shall take good care of myself and write to you as soon as the tour is over. I shall write to you later about the exact dates and the detailed tour programme.

Eagerly awaiting your kind permission.

I remain,

Yours loving son,  
XYZ

**17. Write a letter to your cousin giving him exact directions and instructions to reach your house.**

A/4, Lok Gaurav,  
R.H.B. Road,  
Mulund (W),  
Mumbai - 400 080.  
13th May, 2012.

Dear Girish,

I was pleasantly surprised to know that you are coming over to visit us. But I must warn you that our autorickshaw drivers are experts in taking new visitors for a ride. Hence, I am giving you detailed instructions as to how to reach my house. I believe in the dictum : Forewarned is forearmed.

Tell the autorickshaw driver to take you to the Post Office. The Post Office is on the Highway about 7 minutes from the station. Ask the autorickshaw driver to turn left. This is R.H.B. Road. On the way you will see an ICICI Bank and the Godbole Hospital. La Paz Villa is the tenth building on R.H.B. Road. It is a green building of one floor. You just can't miss it.

Eagerly awaiting your arrival,

Your loving cousin,  
XYZ.

**18. Write a letter to your friend explaining how you plan to spend your vacation after the SSC examination.**



04, Munisuvrat Ashish,  
Cama Lane,  
Ghatkopar (W).  
Mumbai - 400 086.  
29th December, 2012.

Dear Parvez,

I have been eagerly looking forward to the end of the SSC examinations as I have already planned my vacation much in advance.

I have decided to do a lot of touring - especially of spots that are luxuriant with natural beauty. I am building up an itinerary which definitely includes Mahabaleshwar. There will be hills and rivers and beautiful landscapes and lots of sunshine for me. None of your stifling city heat. I plan to go for plenty of boating trips and even hikes.

If you wish, you can join me. Just let me know. We can plan the vacation together. I have two friends here in whose company I am going to have a very good time.

Please write and let me know.

Yours affectionately,  
XYZ

**19. Your mother has shown you some family portraits of elderly members of your family. She has described their lives to you. Write a letter to your grandfather and grandmother expressing your appreciation to them. Also tell them how they have been your inspiration.**

(Sept. 2008)

Vineet Kunj,  
Haribaug,  
Nagpur - 440001.  
7th October, 2012.

Dearest Grandpa and Grandma,

It has been so long since I have written to you. It feels good to be writing like always.

I am writing this letter for a special purpose. Yesterday, after dinner mother and I were chatting when she suddenly went inside and brought out an old album with photos that had become yellow. She said with a very proud look, "They are our past." She went on to tell me the history of our family - how we were one of the most respected family of musicians. Our ancestors have played in the courts of great kings. I was very happy to know that we are associated over countries with doing something that all love, something so peaceful as music. Now I know why everyone says I too have a great musical sense. It is in our blood. You too have been famous singers in your life. And believe me, I look upto you and want to make a career in music too. Is it what they call an inspired choice ?

Anyway, it felt nice writing to you. Now I must get back to studies again. Hope to see your letter soon.

Yours lovingly,  
XYZ

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**20. You are a member of a joint family. Write a letter to your friend telling him / her the advantages of a joint family.**

**(March 2008)**

Vineet Kunj,  
Haribaug, Ghatkopar.  
Mumbai.  
10th September, 2012.

Dear Ria,

It is indeed a long time since I wrote a letter to you. There is a special reason for writing today. Recently you have been complainig about your grandparents' curbing your freedom and you wrote that you wish for a nuclear family. Just yesterday I witnessed the plight of my neighbor. She is unwell but has no one to take care of her since she lives in a nuclear family.

In recent times the traditional joint family system has faded out giving way to nuclear families. The nuclear family system no doubt has some advantages and attractions like privacy to the young couples, freedom to the children etc. But on the whole it is the same nuclear family system that has given rise to many problems.

We should realize the importance of our traditional joint family. Today families and individuals are leading a life filled with stress and worry. Some of the problems that people face today are job insecurity due to unstable economy, difficulty in raising children while pursuing career ambition, young adults having difficulties starting out on their own. The elders in the family are neglected and left alone even when if they are sick. At the same time children of working parents also face the same loneliness and lack of care leading to many problems in their lives.



In a joint family many issues are tackled amicably with the support of other family members. This leads to stress free lives. Thus we can see that the joint family system is an answer to many problems. I hope you do understand the importance of your family inspite of the little problems you face.

Yours lovingly,  
XYZ

**21. Write a letter to your friend, describing your Sundays.**

**(March 2010)**

Maruti Towers,  
202, 2nd floor,  
J.N. Road,  
Pune.  
16th March, 2012.

My dear Sameer,

The last time we spoke, you asked me how I spend my Sundays. Well, today, I could make some time to write to you about my favourite day of the week, Sunday.

Sundays are always very special to me. My Dad always says, ALL WORK AND NO PLAY, MAKES JACK A DULL BOY! . The first thing I do on Sunday mornings is go for a walk/jog with my Dad, for an hour. Interestingly, very often it ends up in a heart to heart talk between the father and the son, where Dad does most of the listening.

After this we are back home for a delicious breakfast prepared by Mom. No! I don't study on Sundays, but I read the newspaper for an hour, after which, I go down to play cricket with my friends. We treasure our time during lunch, as this is the only time we eat as a family together at home along with my grandparents.

After a brief rest, my parents take us out for a movie, shopping to a mall, or even visiting our family friends. We always end up eating out in a restaurant this one day of the week.

So, you see Sameer, Sundays for me are very special. It is a time for bonding with our near and dear ones. I really feel refreshed enough to face school and its tough schedule on Mondays..

Do tell me next time how you spend your Sundays . Till then, take care!

Your loving friend,  
XYZ

**22. Write a letter to your friend who always helps you in your studies. (March 2009)**

A/204, Rameshwar Apt.,  
M.K.Road, Kalwa,  
Thane.  
30th April, 2012.

Dear Sunny,

The moment I got my results today, I thought of writing to you. Guess what? I stood firsts in class with a 92.5%. Isn't it amazing? Well, I owe this success entirely to you.

Sunny, I remember how weak or rather disinterested in studies I was. My parents kept telling me about it but I thought they were unnecessarily nagging me. Finally they had to seek your intervention and ask you to help me out as you are my best friend. When you met me during the Diwali holidays and spoke to me about my drawbacks, I was a little annoyed. I felt that it was not my fault. I put the entire blame on my school and my teachers. But slowly as I thought about what you had said, I realized that it was entirely my problem. So when you came down during the Christmas holidays, I was enlightened by you as you gave me concrete methods of studying. The time management you chalked out for me really worked. It is such a pleasure to see my parents' happiness. They are just beaming with joy.

I want to sincerely thank you. It is rightly said that we are greatly influenced by friends and so I am happy I chose you as a friend. You have been with me in my tough times and thus steered me to success. I assure you that henceforth I will never give my parents any opportunity to complain. Your constant help and support in my studies has helped me always.

Yours lovingly,  
XYZ.

**23. Write a letter to your uncle seeking advice from him about the choice of career. (Sept. 2009)**

2/12, Rose Villa,  
Near A. R. Mall,  
Mahim, M.G.Road,  
Mumbai – 400 042.  
17<sup>th</sup> March, 2012.



Dearest Uncle,

You know I have just appeared for the S.S.C. exam. I think now is the time to choose a career because timely choice is of fundamental importance but as a school going student I may not be the best judge so I need your sincere guidance, counselling and help.

Gone are the days when gone are the day's when children followed footsteps of there parents. Now life is very complex and these are the days of specialization. There is an infinite variety of professions and jobs which may lead one to confusion and bewilderment. The lack of proper guidance and counselling may further worsen the situation.

So, please help me make this crucial choice which will make or mar my future and also that of others who depend upon me. With lots of love to you all. Eagerly awaiting for your reply.

Yours lovingly,  
XYZ.

**24. Imagine your mother has gone to spend a few days with your grandmother. It is your mother's birthday. Write a letter telling your mother how much you miss her and how you would like to thank her for all the things that she has done for you. (Sept. 2010)**

801, Bldg. No. 5,  
Balaji Garden,  
Dombivali (East),  
8<sup>th</sup> March, 2012.

Dear Mother,

I hope grandma is better now. Firstly, A VERY HAPPY BIRTHDAY to you. It is only when you are not around that I realize how much I miss you and how much you love us.

Mom, this is the first time that you are away from home. Honestly speaking when I heard that you were to visit grandma, my instant thought was 'freedom ...no dos and don'ts'. But as soon as I returned home the ordeal began. There was no one to welcome me with a smile or to offer a cup of hot chocolate. Then as the days passed I missed you tremendously. How I longed to hear your soothing voice when I got my math paper with horrible marks ! How much I wished you'd be there when I was to go for a debate competition ! I missed you all the time.

Today I want to take this opportunity to say "thank you" for all that you do. You keep on working incessantly round the clock and never have you expected any appreciation. Moreover, you always have a smile on, not giving us the faintest idea of what you go through. I know 'thank you' is too mild a word to express what I feel. Nevertheless I want to say it.

Give my love to grandma and come soon .



Yours lovingly,  
XYZ.

**25. Write a letter to your mother on the occasion of Mothers' Day thanking her for whatever she has done for you. (Sept. 2011)**

801, Bldg. No. 5,  
Balaji Garden,  
Dombivali (East),  
8<sup>th</sup> March, 2012.

Dearest Mother,

I know I haven't written a letter since a longtime but I'm sure you understand today I sought time to pen down this letter as my urge to meet you is immense.

I was passing by the gift shop close to my school and saw a lot of mother day cards and many cute gifts for the occasion but I could see only your face in everything I saw my heart felt a terrible pang when I realized I'll not be able to celebrated this mothers day with you. I have celebrated so many of them with you but this one will be the most memorable one. Today I truly understand why they say "distance makes heart grow fonder", not that I didn't value your presence before but when you are not with me I realize how much I depend on you and how you make my life worth while. When I was with you I never really thanked you as I always took you for granted. But truly mom thank you so much for giving me life and molding me into what ever I am today. I owe you everything and a thank you is too small a word to express my gratitude. As you

always say "one should never refuse to do something because one can't do every thing." So left me do my bit by wishing you 'a happy mothers day from the bottom of my heart'. Give my regards to dad and grandma and don't miss me too much.

Your loving daughter  
XYZ.

**26. Write a letter of advice to your younger sister who complains that she does not know how to manage time. (March. 2011)**

801, Bldg. No. 5,  
Balaji Garden,  
Dombivali (East),  
8<sup>th</sup> March, 2012.

Dearest Anuja ,

I was so happy to know that you won a prize in interschool Essay Writing competition. Congratulations ! I am truly proud of you and I am also happy that you are equally interested in sports events in your school as mom informed me a few days ago. However your last letter really left me unsettled.

I know you are a very talented girl and are interested in various things but you also mentioned that you have a hard time managing time as you feel your academics are being neglected.

Don't worry these are challenges of life and can be overcome very easily. Time is something that whether you utilize or not will pass by its in our hands how to put it to best use. You see the rich and the poor have the 24 hours only to spend. But how they utilize it decides how much they achieve in life.

You cannot just go on doing what you like everyday instead you must plan your day properly make a to do list for the next day, prioritize your work for eg. divided your work into important and urgent finish urgent things first and spare some time for important things too for eg. Your homework assignment is urgent but exam preparation is important or badminton practice is important. In this way you will manage time and do all your work efficiently.

Hope I was able to help you with your problem. Anyway, give Mom and Dad my regards.

Yours loving sister  
XYZ.

