

# FORMAL LETTER

## [General format of formal letter]

To  
The BDO / The Bank manager / The Postmaster/ The Chairperson / The officer-in-charge / Secretary / Head  
of the institute/ Principal / Advertiser.  
office name  
Dhupguri, Jalpaiguri

Sub:

Sir/Madam,

With due respect , I beg to state that I, \_\_\_\_\_, [responsible citizen of  
\_\_\_\_\_ under Dhupguri Municipality. / a student of class X of \_\_\_\_\_ school]. I am writing this  
letter to inform you about (**subject**)

[In response to your advertisement in the Telegraph dated \_\_\_\_\_, I beg to state that I am  
Keenly interested to Join the post/course , offered by your institution.] (Only for advertisement)

## [Letters Body]

So if you take necessary steps for the above-mentioned matter, I shall be very grateful to you.  
Thanking You .

Place:  
Dated:

Yours sincerely,

## 1. Write a letter to the bank manager for opening a new savings bank account.

To  
The Manager  
UCO Bank  
Dhupguri Branch  
Dhupguri, Jalpaiguri

Sub: Application for opening a new savings bank account.

Sir,  
With due respect I would like to inform you that I, \_\_\_\_\_ , A responsible citizen of Dhupguri. I  
want to open a new savings bank account in your reputed bank.

At present, I am a student of class X of \_\_\_\_\_ High School. According to the direction of our  
headmaster. I want to open a zero balance Savings account. I am enclosing the required filled-in application  
form and attaching my photograph and the documents needed with this application. I want an ATM card for  
my account. I also want net banking facility to be activated in my account. Please let me know if any other  
document is needed.

It would be highly appreciable if you do the needful to initiate the process as soon as possible.

Thanking you,

Yours faithfully,

Place:  
Date:

**2. Write a letter to the BDO for a scholarship.**

To  
The Block Development Officer  
Dhupguri Block  
Dhupguri, Jalpaiguri

Sub: Application for the scholarship.

Sir,  
With due respect, I would like to inform you that I \_\_\_\_\_, A responsible citizen of Dhupguri, want to apply for the Shikhyashree scholarship. At present I am a student of class Ix of \_\_\_\_\_ High School. I got total 80% marks in my annual examination. As I belong to a lower middle class family, the scholarship is very important for me to continue my studies. I am enclosing the required filled-in application form and attaching my photograph and the documents needed with this application. If you take necessary steps for the above mentioned matter , I shall be very grateful to you.

Thanking you

Yours faithfully,

Place:

Date:

**3. Write a letter to the Editor of a newspaper about the problems faced by commuters due to Reckless driving of public vehicles.**

To  
The Editor  
The Statesman  
4, Chowringhee square  
Kolkata - 700001

Sub: Reckless driving of public vehicles.

Sir,  
I shall be highly obliged if you kindly allow me a little space in your esteemed daily to express my Concern about reckless driving of public vehicles. Ours is a thickly populated city. so the drivers should drive slowly and carefully. But the reverse happens. The happy-go-lucky drivers chive their vehicles at a break neck speed. They seem to have no respect for the traffic rules. The drivers of buses Lorries, Cars and other motor vehicles are so rush that they do not control the speed even when the road is full of traffic and pedestrians. Overtaking is common all of the drivers. Several accidents were happened due to overtaking. Sometimes they are seen using smart phones while driving. To lessen the problem, Strict laws must be imposed and regular supervision by police will also be needed.

I would, therefore, on behalf of the commuter of the locality, request you to insert this representation in your esteemed daily and draw the attention of the appropriate authority to this problem.

Thanking You.

Place:

Date-

Yours sincerely

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**4. Write letter to the headmistress of your school Praying for special classes:**

To  
The Headmistress  
XYZ School  
Dhupguri, Jalpaiguri

Sub: prayer for special classes.

Sir,  
With due respect I would like to inform you that we, the students of class x, are facing a great problem due to the incompleteness of our syllabus. The test examination is knocking at the door. A major part of the math and physical Science syllabi is yet to be taught. In other subjects too the revision has not yet been done. The Problem has risen greatly because of the unwanted holidays all throughout the year. Hence we need at least four classes per week in order to answer the questions given in the question bank, and to complete the remaining part of the math and physical science Syllabi.  
I, therefore, earnestly request you to make arrangements for a few special classes from now on.

Thanking You.

Yours obediently

Place:

Date:

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**5. Write a letter to the Editor about the antisocial activities in your locality.**

To  
The Editor  
The Statesmen  
4, Chowringhee square  
Kolkata, 700001

Sub: Antisocial activities in our area.

Sir,  
I shall be highly obliged if you kindly allow me little space in your esteemed daily to express my concern about antisocial activities in our area.  
In our locality anti-socials are very active. The place has become a safe haven of the antisocial. They commit all sorts of crime. They demand money from the common people. If they don't get money they threaten people. The case of eve-teasing takes place almost daily. Sometimes two groups of anti-socials fight. Often they are seen moving with revolvers and raiding houses and shops. They turn violent and destroy public or private property on any pretext. They always disturb the life of the peace loving People but the police fails to take action against them.  
Please insert this representation in your esteemed daily and draw the attention of the appropriate authority to this problem.

Thanking you.

Place:

Yours Sincerely

Date:

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**6. Write a letter to the Editor about the bad condition of Hospital and health centre in your locality:**

TO  
The Editor  
The Statesman  
4, Chowringhee square  
Kolkata- 700001

Sub: Bad condition of hospital and health Centre.

Sir,  
I shall be obliged if you kindly allow me a little space in your esteemed daily to express my concern about the bad condition of hospital and health centre.

Now-a-days the condition of our local hospital is very poor. The Indiscipline and mismanagement is shocking. There is no cleanliness, order and Sympathy in the hospital. The wards are over crowded, Patients are seen lying on the floor. The doctors are indifferent to the patients and often absent from the hospitals. Most of the medicines are not available in the hospital. X-ray or pathological tests are to be carried out from the outside of the hospital. The standard of food for the patient is very poor. The plight of the outdoor patients is also not very good. Sometimes middle man are seen taking money to provide them the health services.

Please insert this representation in your esteemed daily and draw the attention of the appropriate authority to this problem.

Thanking you.

Place:  
Date:

Yours sincerely  
\_\_\_\_\_

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**7. Write a letter to the editor of an English newspaper complaining about the pollution created by Crackers:**

To  
The Editor  
The Statesman  
4, Chowringhee square  
Kolkata-700001

Sub: Pollution created by crackers.

Sir,  
I shall be highly obliged if you kindly allow me a little space in your esteemed daily to express my concern about the pollution created by Crackers.

People enjoy bursting crackers in Diwali and other festivals and functions. These crackers cause pollution and global warming. According to medical experts these fire crackers not only produce high decibel noise that leads to hypertension and hearing loss, but they also release pollutants such as Sulfur-di-oxide, Carbon monoxide into the air which cause ailments like asthma and bronchitis. Not only these affect humans but also animals and birds. Environment and Pollution control department got notices published about this but they were in vain.

I would therefore, on behalf of the resident of the locality, request you to insert this representation in your esteemed daily and draw the attention of the appropriate authority to this problem.

Thanking you,

Place:  
Date:

Yours sincerely  
\_\_\_\_\_

**8. Write a letter to the Editor of an English newspaper about the problem of using plastic materials:**

To  
The Editor  
The Statesman  
4, Chowringhee square  
Kolkata- 700001

Sub: The problems of using plastic materials.

Sir,  
I shall be highly obliged if you kindly allow me a little space in your esteemed daily to express my Concern about the problems of using plastic materials.  
Now-a-days plastic bags and articles have flooded the market. The plastic materials neither decompose nor Perish. These are not destructible. When they are burnt down the smoke vitiates the atmosphere. Naturally most of these plastic materials get into the drain and choke them. As a result, sewage system is badly affected. They also pollute the land and spoil its fertility. Sometimes the cattles are died because of this plastic materials. These are also harmful for the aquatic creatures. Some of the sea animals are already on the way to extinction because of these plastic materials. So without wasting any further time, plastic must be banned by imposing strict law. Then only we can save our earth.

Please insert this representation in your famous daily and draw the attention of the appropriate authority to this problem.

Thanking You .

Place:  
Dated:

Yours sincerely  
\_\_\_\_\_

**9. Write a letter to the Editor of an English Newspaper about the high prices of essential commodities.**

To  
The Editor  
The Statesman  
4, Chowringhee square  
kolkata-700001

Sub: High prices of essential commodities.

Sir,  
I shall be highly obliged if you kindly allow me a little space in your esteemed daily to express my concern about the high prices of essential commodities.

The ever increasing price of essential commodities is now a headache to the most of the people. The poor and the middle-class folk suffer most. The price of mustard oil, rice, dal, vegetables have gone up. Dress materials cost more than what common people can bear. Medicines have been so costly that they go beyond the reach of the poor. The price of petrol and diesel is also increasing day by day. Many traders and business man are busy to catch fish in this troubled water. But the government is unable to check price hike. Unless any step is taken, law and order will be at a stake.

Please insert this representation in your esteemed daily and draw the attention of the appropriate authority to this problem.

Thanking You

Place:  
Dated:

Yours sincerely  
\_\_\_\_\_

**10. Write a letter to the headmaster of your school seeking permission for a tree plantation programme.**

To  
The Headmaster  
ABC school  
Dhupguri, Jalpaiguri

Sub: Seeking permission for a tree plantation programme

Sir,  
We, the students of Class X of your school, beg to draw your kind attention to the following.  
We wish to take up a tree plantation programme in the school campus on \_\_\_\_\_, from 9 a.m. to 11 a.m. Some of our teachers have agreed to guide us properly. The saplings will be collected free of cost from the local forest Office. Our teachers have already spoken to the officials for collecting the saplings. We shall water the plants regularly and take proper care of these. We request you to inaugurate the tree plantation programme and deliver a lecture on its effect on our environment.

We hope, you will kindly give us permission so that we may arrange such a programme in the school campus. We, therefore, request you to do the needful. Awaiting your early reply,

Thanking you.

Yours obediently

Place:  
Dated

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**11. Write a letter of complaint to the police officer of a local police station about the loss of a bicycle.**

To  
The Officer-in-Charge  
Dhupguri Police Station  
Dhupguri, Jalpaiguri

Sub: Complaint about the loss of a bicycle

Sir,  
I wish to inform you of the loss of my bicycle at around 6 in the evening yesterday. I had kept my bicycle locked in front of Zenith Nursing Home, Dhupguri. I had gone to see my ailing uncle there. I was utterly dismayed on finding my cycle missing when I came out of the nursing home. I searched desperately here and there but was unable to trace it. It was a new red BSA SLR bicycle with my name written on the back mudguard.

I shall be grateful to you if you kindly look into the matter and take proper steps to recover my lost bicycle. I hope for your prompt action.

Thanking You.

Place:  
Dated:

Yours sincerely,