

Write a formal letter on these topics.

1. Write a formal letter to the Principal of your school informing about many damaged and torn books in the school library. Request the principal to look into the matter and improve the facilities in the library.

Ans:

Ward no.24,

Subhash Ward, Harda- 461331

09/10/2020

To the Principal,

St. Mary's Co-ed School

Near Railway Station, Harda (M.P.)- 461331

Subject: Damaged and torn books in the school library.

Respected Father,

I would like to draw your kind attention to the many damaged and torn books in the school library.

Since the past few days, I have been noticing a number of damaged and torn books in our school library. The conditions of some of the books were so bad that one could not possibly read from it. If the situation remains unattended then the condition would only get worse.

Therefore, I, as a responsible student of this school, would like you to kindly look into the matter and take up appropriate measure in this regard.

I shall forever remain thankful for your cooperation.

Yours obediently

Ramesh Chand

2. You have been assigned the responsibility of arranging the catering requirements for the Annual Prize Distribution in your school. Write a formal letter to the catering company asking them to send you the details of their menu, rates of items and delivery terms.

Ans:

St. Mary's Co-ed School, Harda

Near railway station- 461331

Dt- 10/10/2020

To The Manager,

201, Radha Krishna Plaza
Near Geetabhawan Mandir
Indore, M.P- 452001

Subject: Request letter to catering company

Sir, with due respect I have to place an order for catering to an Annual Prize Distribution ceremony of our school. We are expecting around 150 members. Please send me the menu for lunch including drinks. Also, mention the best possible concession you can offer and break down the expected expenses. We will appreciate if you send your rate list about catering charges per head including service charge and delivery terms.

I look forward to hearing from you soon.

Yours sincerely
Ramesh Chand

3. Write a formal letter to the municipal commissioner complaining about the shortage of water in your area and the difficulties faced by the residents. Ask for a solution to the problem.

Ans:

Civil Ward-6
Harda M.P
Dt-10/10/2020

To The Municipal Commissioner
Harda, M.P - 461331

Subject: Regarding better water supply

Respected Sir,

With due respect, I beg to say that I live in harda civil ward-6. The water supply in our locality is not regular. It is made one time in two days and for a short time. Sometimes the water supply is not made for three days continuously. Other resources of water are not in well condition here. People can not get water from them enough to fulfill their needs. Because of this people have to fetch water from a long distance.

Therefore I request the concerning authorities to look into the matter seriously and take necessary steps for solving the problem.

I shall be highly obliged to you.

Yours faithfully
Ramesh Chand

