Letters

Letters are of two types

Informal letters

Formal letters

1. **Informal Letters**

Informal letters are written to friends are relatives.

2. **Formal letters**

Letters written to offers and institutions

These letters include letters to newspapers, editors, business organization etc

1. **Letter to the editors of "the News" on the issue of irregular power breakdowns.**

Examination Hall,
A.B.C
July 2, 2016

The Editor,

The News

Lahore

Subject: Issue of power breakdowns

Respect Sir

Your newspaper enjoys a vase readership throughout the country. Through your newspaper I want to draw the attention of the authorities towards the sever issue of irregular power breakdown. It is true that the country is facing an acute power crisis. We had been tolerating the load shedding for last many years. But for last many months, irregular breakdowns have become a routine of our subdivision. It causes heavy damages to costly household equipment.

I hope that the government and the concerned authorities will take immediate steps to improve the situation. Thank you.

Yours Sincerely,

X.Y.Z

2. To Director Price Control Authority regarding the Issue of overcharging.

Examination Hall,

A.B.C

March 28, 2016

The Director,

Price Control Authority

Islamabad

Subjects: Issue of Overcharging by Shopkeeper's

Respected Sir,

It is to bring in your kind notice that many shopkeeper's and vendors are overcharging the daily commodities have gone sky-high. These shopkeepers make an evil use of the rising prices lists are no more seen anywhere on these shops. Sometimes these shopkeepers create an artificial shortage of eatables and demand more price than written on commodity pack or set by the government. The authorities are paying no attention towards the issue.

I, therefore, request you to take a notice of above-mentioned situation and take immediate steps to improve the situation.

Thanks, in anticipation.

Yours Sincerely,

X.Y.Z

3. to District Health officer regarding lack of medical facilities in government hospitals.

Examination Hall,

A.B.C

April 5, 2016

The District Health Officer,

Islamabad

Subject: Lack of medical facilities in government hospitals.

Sir/ Madam,

I want to draw your kind attention to the miserable condition of District Headquarters Hospital. The patients are not treated well by the staff and the doctors. Most of the doctors are running their own private clinics. Besides, the patients are forced to buy from the market at their own expenses. If someone Complaints, the staff blames the authorities and political system. These circumstances are causing the deaths of poor citizens and victimizing the innocent lives.

I hope that you would take personal interest to address the issue and issue directions to the concerned authorities.

Thanking in anticipation.

Yours Sincerely,

X.Y.Z

4. Letter to In-Charge Police station (S.H.O) about the Law-and-Order situation in your locality.

Examination Hall,

City A.B.C

July 11, 2014

The In-charge Police e station

City A.B.C

Subject: Law and Order situation

Sir,

I want to draw your attention to the law and order, situation of our area. Number of incidents of robbery, dacoity, car lifting in our area during the past few weeks. Last week, a bank branch was looted at gun point in broad daylight. Many jewelry shops had been looted in last two weeks. The gunman at one shop was killed and many were injured present at the shop.

It seems that the law of jungle prevails in the area, and the criminals are at large in the city. It is suggested that security personals should be appointed in the locality.

I hope that you will personally look into the matter and take radical steps to improve law and order situation of the area.

It is further suggested that mobile police squad be deployed in the area.

Thank you.

Yours Truly,

X.Y.Z

5. to the Editor Of 'The Dawn' about unhygienic conditions.

Examination Hall,

City A.B.C

July 15, 2014

The Editor,

The Dawn

Lahore

Subject: Poor Hygienic conditions

Sir/ Madam,

Your newspaper enjoys a vast readership. Through your esteemed newspaper I want to draw the attention of the authorities towards the unhygienic condition of our locality. There are several heaps of dirt and garbage on either side of the road. The sewerage system is not functioning properly. Most of the main holes have turned into ponds of dirty stinking water. The heaps of garbage cause the growth of mosquitos. Consequently, most of the children living in the area suffer from malaria and typhoid. The sweepers do not take up their task regularly. I hope that authorities will address the issue on priority bases.

Thank you.

Yours sincerely

X.Y.Z

Board Paper Letters

Q1. Write a letter to your father requesting him to send you some extra funds for payment of hostel dues.

Ans.

Examination Hall,

City A.B.C

August 15, 2014

Dear Father,

I have been planning to write to you for many days but could not find time to do so my exams are drawing near, and I am busy preparing for them. I have already revised my course. You need not worry about my studies.

The only problem that I face these days is that I am short of money as I bought some books which has upset my budget. I shall be very grateful if you send me tat least two thousand rupees to pay my hostel dues and meet my other needs.

Yours affectionately,

X.Y.Z

2. Write a letter to your friend thanking him/her for the books he/she lent you.

Examination Hall,

City A.B.C

January 2, 2012

Dear Fatima,

I hope you are going well. I would like to thank you for the books you lent me last Monday. I was really in need of them. As you know I live in a hostel so most of the time I am free and bored. With your help, I spent a great quality time with books. I really liked your taste in books.

I am heartily thankful to you. You have always been kind to me. Lending someone books is not an easy thing, so I respect it a lot. I shall use them with great care. And I will return you as soon as possible.

Yours affectionately,

X.Y.Z

2. Write a letter to your mother who is worried about your health.

Examination Hall

City A.B.C

June 14, 2016

Dear mother,

I received your letter yesterday. I am glad to know that you are fine. I was running a temperature due to bad throat. But it was a temporary ailment. I have recovered now.

You need not worry about my health. I am perfectly all right. I am taking good care of my diet, and exercise regularly. I hope that after these assurances you will stop worrying about me.

Pay my regards to all at home.

Yours affectionately,

X.Y.Z

3. Write a letter to your sister thanking her for a gift.

Examination Hall,

City A.B.C

January 2, 2012

Dear Fatima,

I hope that you are in good health. I received your gift of a wristwatch on my birthday two days ago. It is a beautiful watch. I needed it badly too as I

happened to lose my watch in a mishap a few days ago. I promise that I shall take care of it. It will also help to make me punctual.

I thank you again for this precious gift.

Yours affectionately,

X.Y.Z

4. Write a letter to your brother about the importance of science subjects.

Examination Hall,

City A.B.C

January 2, 2016

Dear Umar,

I hope this letter finds you in the best of health and spirits. You have now been promoted to class nine. It is timely for you to decide you would like to study humanities or science subjects. The world has progresses very much in the field of science. If we want to keep pace with it, we must keep our knowledge of science up to date. Everyone should know the basics of science so I would advise you to study science at least up to matriculation level.

Convey my salaam to your friends.

Yours affectionately,

X.Y.Z

5. Write a letter to your sister congratulating her on her success in the examination.

Examination Hall,

City A.B.C

March 28, 2014

Dear Amna,

Your letter brought the happy news of your excellent result in the final examination of class 9th. I am very happy to learn that you have stood first in your class and maintained your position. I am very proud of you. You have always been a hard-working student and I hope you will work even harder next year for the competition will be quite hard.

Accept my heartiest congratulations on your success. Pay my compliments to Khadija and other friends.

Yours affectionately,

X.Y.Z

6. Write a letter to your father describing your illness and recovery.

Examination Hall,

City A.B.C

October 30, 2020.

Dear Father,

I hope you are doing well. How is mother doing? I hope both of you are healthy. As you know, the change of season had occurred recently, and we all are starting to prepare for winter nowadays.

This change of season has resulted in a downfall for me due to which I had seasonal flu. In the start it was mild, but it got worse later. For the past three days, the sneezing didn't stop, and my nose got red. I felt difficulty in breathing too. So, I decided to go to the doctor and grab some medications. After taking medicines regularly, I felt better than before. Now I have fully recovered so you don't need to worry at all.

I hope I can come and visit you and mother this weekend. Pay my regards to mother.

Yours affectionately,

X.Y.Z

7. Write a letter to your brother about the importance of the study of science.

Examination Hall,
A.B.C City
October 19, 2016

Dear Noman,

My joy knew no bounds when I heard about your brilliant success in the Middle Standard Examination. Now you have been promoted to the 9th class. All of us have very high hopes about you.

Now you will have to take a decisive step whether you would like to study humanities or science subjects. It would be a turning point in your future career. You know this is the age of science. All the modern knowledge is in science. If we are forced to spend a single day without, the amenities provided by science, our life will become unbearable. Hence, everyone should know the basics of science and cause human happiness. So, I advise you to take up science subjects, become a great man and serve the suffering humanity.

With best wishes,

Yours affectionately,

X.Y.Z

8. Write a letter to your friend consoling the death of his/her mother.

Examination Hall,

City A.B.C

January 2, 2012

Dear Fatima,

The shocking news of your father's death came to me just like a bolt from the blue. I am still in shock and unable to express my emotions. I could not think that he would die in such a premature death. He was a kind-hearted and cheerful person. I still remember all the time we spent with him playing games. The loss of parents is irreparable.

I do not know how to console you in such a situation. I pray Allah to bless you and your family with patience. I pray for the departed soul to get higher ranks in Jannah. May his soul rest in peace. You are not alone I am with you. And I am trying my best to visit you as soon as possible.

Yours affectionately,

X.Y.Z

9. Write a letter to your friend requesting him/her to spend his/her spring holidays with you.

Examination Hall,

City A.B.C

October 30, 2020.

Dear Harris,

I hope this letter will find you in good health. I am unusually pleased to learn that you have spring holiday next week. I would like you to spend these holidays with me. Do you remember your promise of spending holidays with us at Murree? Now it is time to fulfil your promise. My parents will be extremely glad if you spend a week or so with us. The weather is very pleasant there and we shall have time to roam about on hills and in the valley.

You know that our village is situated on the right side of Murree. In the spring season, Murree wears a new look, and it becomes the venue of many conferences, exhibitions and circuses. Nowadays, it is the seat of many social gatherings and other recreations. A cheerful life, a healthy climate and charming view are its prominent features. I have also arranged for horse riding with the local horsemen. We shall visit our common friends and do shopping. I am sure you will have a jolly good time over here with us. I hope you will not disappoint me. Do not forget to bring your camera with you. We shall capture the snaps of beautiful natural scenery.

Yours sincerely,

X.Y.Z

10. Write a letter to your father regarding the progress of your studies.

Examination Hall,

City A.B.C

October 30, 2020.

Dear Father,

I hope you are doing well. How is the weather there? I was so happy to receive your kind letter. You have asked me to write to you about my progress in my studies. You will be glad to know that I am doing very well in my studies. I am improving day by day. I scored A+ in Math and English. Also, my Urdu handwriting is improved a lot. I had a bit of problem in Science subjects, but my friend Ahmad is helping me a lot in it. I revise all my homework on daily basis and practice Math questions as much as I can.

Fortunately, all my teachers are keenly interested in their job. They give us class tests. I had shown very good results and stood first throughout in all subjects. All my teachers are happy with my progress. I hope that, with your and mother's blessings, I will get the first position in annual exams.

Pay my regards at home.

Yours sincerely,

X.Y.Z

11. Write a letter to your friend thanking his/her for the hospitality during your visit to his/her house.

Examination Hall,

City A.B.C

October 30, 2020.

Dear Ahmad,

I hope you are doing great. I reached my home safely and I wanted to thank you for inviting me to your village and for the hospitality. I was overwhelmed to receive so much love and care from your family members. This was the first time I came to village and was super excited to explore it. Your mother prepared every dish very carefully and every bite was delicious.

I cannot forget the long and joyful walks among the lush green fields in the morning. Also, having the desi nashta with all your family members and relatives having outside in fresh air. It really made me realize that it is a blessing to have a family. I cannot forget this beautiful experience of visiting your village. Once again, I express my deep sense of gratitude for your hospitality. Please convey my feelings of thankfulness to your parents.

Yours sincerely,

X.Y.Z

12. Write a letter to your father asking him about the health of your mother.

Examination Hall,

City A.B.C

October 30, 2020.

Dear father,

I hope you are doing well. I have received your letter yesterday and came to know about my mother's illness. My mother is suffering from fever and I am worried about her. I request you to get her checked by some specialist doctor. Ask her to take medicines and take good care of her.

I will try my best to visit this weekend. Please keep on updating me about her present condition as soon as possible. I shall wait for your reply.

Yours affectionately,

X.Y.Z

13. Write a letter to your friend congratulating him/her on his/her birthday.

Examination Hall,

City A.B.C

October 30, 2020.

Dear Aleena,

I hope you are doing well. It is a wonderful day for you because this day you were born. I have just received your birthday card. Thank you very much for your invitation card at your birthday party. I am very happy to congratulate you on your birthday. I am blessed to have a great friend like you. I pray that you get all happiness and success in your life.

I am sorry that I cannot come to attend this function because of the illness of my mother. However, I have sent you a gift by post. I hope you will receive it today. May God protect you with all kinds of calamities. We will celebrate this day soon.

Pay my regards to parents.

Yours affectionately,

X.Y.Z

14. Write a letter to your friend congratulating him/her on the marriage of his/her sister.

Examination Hall,

City A.B.C

October 30, 2020.

Dear Sarah,

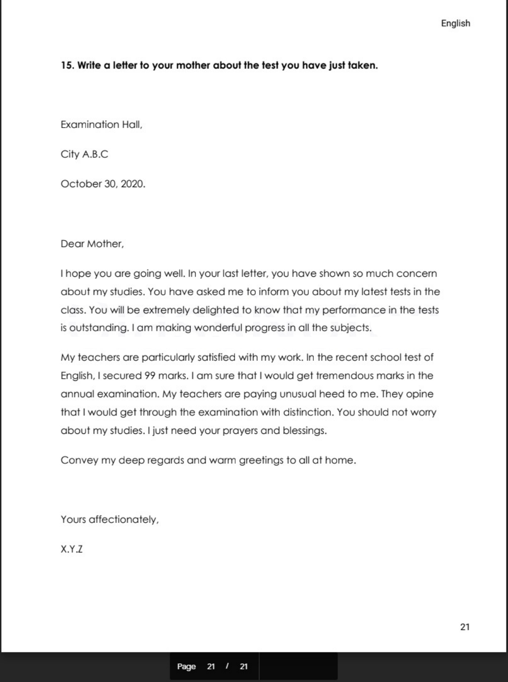
I hope you are doing great. I am very happy to know about the marriage ceremony of your sister. I am very happy to congratulate you on this prestigious occasion. I still remember you getting worried about her. I hope this is to bring ease to your family. Thank you for your invitation card.

May she enjoy all the pleasures in her future life. May she have a beautiful life ahead. I am sorry to tell you I won't be able to attend the ceremony because of my exams coming ahead. Please don't mind and convey my congratulations to all the family members. I am also sending a wedding gift for your sister. Please accept it.

With best wishes.

Yours sincerely,

X.Y.Z



15. Write a letter to your mother about the test you have just taken.

Examination Hall,

City A.B.C

October 30, 2020.

Dear Mother,

I hope you are going well. In your last letter, you have shown so much concern about my studies. You have asked me to inform you about my latest tests in the class. You will be extremely delighted to know that my performance in the tests is outstanding. I am making wonderful progress in all the subjects.

My teachers are particularly satisfied with my work. In the recent school test of English, I secured 99 marks. I am sure that I would get tremendous marks in the annual examination. My teachers are paying unusual heed to me. They opine that I would get through the examination with distinction. You should not worry about my studies. I just need your prayers and blessings.

Convey my deep regards and warm greetings to all at home.

Yours affectionately,

X.Y.Z