

CLASS NOTES		
Class: VIII	Topic: FORMAL LETTER  LETTER TO EDITOR	
Subject: ENGLISH		

## Formal Letter Writing

- Written only for official purposes
- Written to 'The Editor, The Principal, The Municipal Commissioner, The Secretary of a Society, The Mayor' etc.
- Should be brief and precise.
- Formal tone and polite expression.
- Preferably left side of the page.

## How to write a Letter to the Editor?

A Letter to the Editor may be written to the editor of a newspaper or a magazine. It is written to highlight a social issue or problem. It can also be written in order to get it published in the said medium.

As it is a formal letter, the format has to be followed strictly. Only formal language can be used i.e. abbreviations and informal language should be avoided.

## Let us discuss the Letter to Editor Format.

The format of a **letter to the editor of a Newspaper** is as follows –

1. **Sender's address:** The address and contact details of the sender are written here. Include an email and phone number, if required or if mentioned in the question.
2. **Date:** The date is written below the sender's address after Leaving one space or line.
3. **Receiving Editor's address:** The address of the recipient of the mail i.e. the editor is written here.
4. **Subject of the letter:** The main purpose of the letter forms the subject. It must be written in one line. It must convey the matter for which the letter is written.
5. **Salutation** (Sir / Respected sir / Madam)
6. **Body:** The matter of the letter is written here. It is divided into 3 paragraphs as follows -

**Paragraph 1:** Introduce yourself and the purpose of writing the letter in brief.

**Paragraph 2:** Give detail of the matter.

**Paragraph 3:** Conclude by mentioning what you expect from the editor. (For example, you may want him to highlight the issue in his newspaper/magazine).

7. Complimentary Closing

8. Sender's name, signature, and designation(if any)

### **Sample 1 – Letter To The Editor on Social Problems**

***You are Shilpa S, a member of NGO Sargam. Write a Letter to the Editor for a public campaign to clean the Yamuna river.***

46, Madanpur Khadar,  
New Delhi – 76

Dated: 25 July 2020

The Editor  
Hindustan Times  
New Delhi

Subject: Need for a public campaign to clean Yamuna river

Dear Editor,

I am Shilpa S, a member of NGO Sargam. I am writing to you in order to highlight the declining situation of the river Yamuna.

The city of Delhi is getting polluted water from the Yamuna river. The residents are being blamed for this. They pollute the river with muck, dirt, and garbage. The river water is filled with waste materials, plastic, bacteria, and chemicals. It is not in good condition for consumption.

The public has been trying for a Water Treatment Plant. Still, the authorities have not responded to the continual requests.

Therefore, I request you to highlight the issue in your newspaper and generate public interest. We all have to come forward to set up the plant in the area.

Thanking You,

Yours sincerely,  
Shilpa S.  
Member Sargam.

## Sample 2 – Letter to The Editor About Road Problems

***You are Raman studying in the Public School of Mumbai. The road leading to your school is full of potholes and also congested. Most of the working-class people are staying in this locality. They are very often stuck in traffic jams. The Government has not taken any action till now for road construction. Write a letter to the Editor of 'The Times of India' drawing the attention of the Govt to the issue faced by the people, requesting them for road construction.***

Raman  
8, Gandhinagar  
Mumbai

Dated: 11th January 2020

The Editor  
The Times of India  
Mumbai

Subject: Construction of Road in Gandhinagar

Dear Editor,

I am Raman, a resident of Gandhinagar. I am writing to you in order to raise the issue people face in my locality due to the bad condition of the road.

The road leading to Public School is so congested throughout the day. It is the main road but there are potholes everywhere on the road. Mainly during the morning hours, people are facing horrible situations when they are going to their workplaces. A Public School is also situated on this road. So, school students and parents get irritated as they are stuck here very often in traffic jams. These locality peoples made many representations to the government, but no action has been taken so far to improve the bad condition of the road. That is why now through this letter we want to draw the attention of the Govt.

As the situation is not good, I request you to highlight it through your newspaper. So that the Govt will take some action to improve the road condition.

Thanking You

Yours sincerely

### **Sample 3 – Letter To The Editor About Your Problems in Your Locality**

**You are Vikas, a resident of Mayur Vihar, New Delhi. Write a Letter to the Editor of 'Hindustan Times' to highlight the absence of a playground in your locality.**

Vikas  
120, Mayur Vihar,  
New Delhi.

Dated: 8th September 2020

The Editor  
Hindustan Times,  
New Delhi.

Subject: Absence of playground in our locality

Dear Editor,

I am Vikas, a resident of Mayur Vihar. I am writing to you in order to bring the attention of the concerned authorities towards the absence of the playground and sports facilities in our locality.

These are the necessary activities for all age peoples in current times. The increase in pollution, contracting open space due to industrialization, an increase in traffic, etc. have contributed to the decline of the environment and human health. The absence of open spaces in the residential areas and townships has further provoked the issue. The lack of playgrounds and open spaces has deprived the joy of children playing outdoor games. So, it has affected their physical growth and development.

Through the columns of your reputed newspaper, I request the concerned authorities to look into this problem. So that they will provide a playground and sports facilities in our locality.

Thanking You

Yours sincerely  
Vikas

**SAMPLE 4. You are Kavita Khanna, a resident of 50-C, Pushp Vihar, New Delhi. Write a letter to the editor of 'India Today', magazine about the article on 'Ban Poly Bags' published in the latest edition.**

Sender's Address	50-C Pushp Vihar New Delhi	Leave one line (Spacing)
Date	26 <sup>th</sup> August, 2014	Leave one line (Spacing)
Receiver's Designation and Address	The Editor India Today New Delhi	(Spacing)
Subject	Subject : Ban Poly Bags	(Spacing)
Statement should not be very long	Sir	Salutation
Salutation	I totally agree with the views published in the article 'Ban Poly Bags'. It is a fact that poly bags are harmful due to their non-biodegradable nature. They don't decompose, instead they choke the drainage system. Most animals eat them and die in the long run. If they are burnt, their obnoxious smell pollutes the atmosphere.	Details
Change in paragraph with the change in point	I request the people at large, in their interest and in the interest of mother earth, to wake up to this problem. Everyone should stop using poly bags. Jute bags, paper bags, etc., should take their place.	Why ban polybags ? Measures that should be taken
Never use apostrophe in Yours	Thank you Yours truly Kavita Khanna	
Write full name if it is given		

#### QUESTION FOR PRACTICE

- You are Rashmi/ Rahul. You observe that the youth of today are more attracted towards Western Culture. They are blindly aping the West. Write a letter to the editor of national daily expressing your views and concern about it.**

The sample letters are only for reference. Do not write in the copy.

Write the letter given for practice.

ABSOLUTELY PREPARED AT HOME.

[illegible]

[illegible]