

Formal Letter Sample

D-11 Adarsh Society,
DS Marg, Lower Parel,
Mumabai 400 008,
11th June 2020

To,
The Editor-in-Chief,
Hindustan Times, Main Street,
Mumbai 400 001.

Subject: Potholes in our locality is causing difficulties

Dear Sir,

With due respect, I would like to inform you that due to potholes in roads we are facing a lot of difficulties in our area. Monsoon season has already started a few days ago and is increasing our problems.

There is a risk that people might get hurt while driving on the roads having potholes especially with the childrens who play outside. Even for pedestrians it has become quite difficult to walk through the road.

Therefore I wish to draw the attention of the concerned authorities with the help of your newspaper. Hopefully, you will be able to help us in drawing their attention and resolving this matter at the earliest.

Thanking You,

Yours Sincerely,
Name & Signature

Complete Letter

Wenbin Ji



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