

**Class 10 - English Language and Literature**

**Formal Letters Test 01**

1. You have been involved with an NGO, 'VERDICT' working in the field of education. In July 2012, your organisation admitted 150 students, who were engaged in other activities, in the Govt, and public schools under RTEA-2009. Write a letter to the editor of a newspaper relating your experience and suggesting what more could be done in the field of education. You are Ankit/Ankita living at 'Nehru Vihar', New Delhi.
2. You are the Principal of R.D. Rajpal School, Dwarka. During the rainy season, the roads around your school get broken and develop potholes. This leads to a lot of inconvenience to the staff and students of the school. Write a letter of complaint to the Municipal Commissioner, New Delhi.
3. You are Somya/Shekhar of 3B, Sector II, Rajendra Nagar, New Delhi. You have observed that the subways in New Delhi are seldom used by pedestrians. You have decided to write a letter to the editor of 'The India Daily Times' highlighting the need of creating awareness about the importance of such ways and their proper maintenance. Based on the points given below write the letter.

- Unutilized infrastructure.
- Many footpaths occupied by the vendors.
- Pedestrians are prone to accidents.
- Pedestrians prefer to jump the roads causing deaths.
- Causes of apathy-water and accumulation of filth.
- Faulty to be penalized

4. You are Nandani. You bought a flat at Ganpati Apartments, Mathura within a period of two months, you have started facing a lot of problems like seepage in the walls and ceilings, leaking sanitary fitting, lift getting stalled etc. Write a letter of complaint to the Works Manager.
5. Colony roads in the city are not very wide. They are only wide enough to let two cars easily pass side by side. In your colony, you find that some buses and even trucks are parked. They cause a lot of inconvenience to the residents. Write a letter of complaint in 100-150 words to the Police Commissioner, Begumpet about the problem requesting a solution. You are Ram T.K. 12 Fort Road, Begumpet.

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**Solution**

1. 15, Nehru Vihar,  
Delhi

17<sup>th</sup> August 20XX

The Editor,  
The Hindustan Times,  
Delhi  
Sir,

**Subject: Importance of Education**

Education plays an important role in our lives because it is true that education is key to success without education nothing is possible in the world. It plays a significant role in the development of our society. Education brings many changes to our society. If we want to develop our society, then we should get an education. I have been involved with an NGO called 'Verdict' for the past two years. Our core field of work is to spread awareness about the importance of education and to provide education. In July 2012, we got 150 students admitted in Government and public schools under the provisions of RTEA-2009.

My experience with the NGO has been an overwhelming one, yet an eye-opening one too. A lot still needs to be done if we want our country to develop and progress. One possible solution to this situation is to make it compulsory for 'Each One to Teach One.' Along with this, if the schools are compelled to turn to afternoon classes and provide education to the lower strata people at subsidized fees, the problem would be solved to a great extent.

Thus, I say that it is time to get education for making our futures more and brighter in the coming generation.

Thank you.

Yours sincerely,  
Ankita.

2. R.D. Rajpal School

Sector 9,  
Dwarka  
30 July, 20XX  
The Municipal Commissioner  
Municipal Corporation of Delhi  
New Delhi  
Sir,

**Subject: Bad condition of Roads**

On behalf of the principal of R.D. Rajpal School, Sector 9, Dwarka, I wish to draw your attention towards the problem of the roads in our area. For the last four months, the road has been almost impassable. We have made several complaints but the problem is being neglected for a long time. The surface of the road is broken by the heavy rains. There are heaps of road metal on both sides of the road. They leave only little room in the middle. The side drains are blocked, the water flows out and it smells very bad. So, the road gets flooded even after a slight rain. There are pot-holes on the road. People are dumping their garbage in it and it is not good for the road, school and others.

The broken road is also a danger for vehicles.

The students and staff are facing a lot of problems. Kindly look into the matter and do the needful.

Thanking you,  
Yours sincerely,  
D. Pandey  
(Principal).

3. 3B, Sector II,  
Rajendra Nagar,  
New Delhi  
June 5, 2018  
The Editor,  
The India Daily Times,  
New Delhi  
Sir,

**Subject: Importance of Subways**

Through the columns of your esteemed daily, I'd like to express my concern over the use of subways in New Delhi. Actually, these infrastructures are meant to ease the traffic problem for pedestrians but instead of using subways, they are in the habit of jumping railings as a shortcut to reach the other side of the road and by doing this, pedestrians are prone to accidents. Many footpaths are occupied by vendors, there is stagnant water, accumulation of filth near or around these footpaths and people and throw garbage on footpaths but not in the dumping yards. Some subways are totally in poor condition, don't have proper infrastructure. In spite of bearing these causes of apathy, pedestrians don't feel the importance of these subways, constructed for their convenience and incurring a great amount of government expenditure.

For the safety of these pedestrians, the government should spread awareness about the importance of these subways. They should be properly maintained.

Thank you,

Yours sincerely,

Somya.

4. A-9/GE  
Ganpati Apartments  
Mathura  
5 May, 20XX  
The Works Manager  
PQR Builders,  
Sector 59,  
Mathura.

Dear Sir,

**Subject: Complaint Regarding the Flat**

I had bought a flat in the month of April from PQR Builders at Ganpati Apartments but I am very disappointed that the quality of the flat, that you had promised, has not been delivered since April. Not even a year has passed and we have already started facing a lot of problems. There are lots of cracks in the walls, floor and ceilings because of that seepage happens a lot. The wall paint is peeling off, the colour of the wall of the hall and kitchen is fading and even the sanitary fittings are leaking but the greatest inconvenience is caused because of the lift and no electricity for many hours. It gets stalled every day and we, especially the senior citizens and the children in the family, have to face a lot of problems in this flat.

We did not expect these kinds of services from a renowned builder like you. Kindly look into the matter and do the needful.

Thanking you

Yours sincerely,

Nandani.

5. To,  
Police commissioner (traffic),

Traffic Headquarters,

**Subject: Request to remove inconvenient vehicles from the colony**

Sir,

It is stated that I live in the XYZ colony near Fort Road and I want to bring this thing into your notice that there are a lot of vehicles that are standing in our colony for no reason. It has been creating a lot of problems in the daily activities of the residents. I request you to please take immediate action to resolve this problem.

Looking forward to your cooperation

Thank you

Ram

Tk 12 fort road