

Letter is a form of written communication. Letters are of two types: formal and informal. Formal letters include business letters, letter of complaints, letter to government officials, etc. Informal letters include letters to friends, relatives, acquaintances, etc.

Formal letters — These are:

- Business or official letters (for making enquiries, registering complaints, asking for and giving information, placing orders and sending replies).
- Letters to the Editor (giving suggestions on an issue).
- Application for job.

1. Write a [letter to the Editor](#) of a magazine Expressions, New Delhi on the deterioration in the standard of living in your city. Give suggestions for improvement. Sign yourself as PMR.

Answer:

15A Model Town
Delhi

April 5, 20XX

The Editor
Expressions
Kasturba Gandhi Marg
New Delhi-110001

Sub: Deteriorating standard of living in the capital city.

Dear Sir

Through the columns of your reputed magazine, I wish to express my views on the deteriorating standard of living in the capital city of Delhi.

What does the standard of living actually mean? Does it mean possessing expensive goods of comfort and beauty, living in posh bungalows or, the overall decent and peaceful living conditions including health and hygiene, pollution-free environment, and above all, a value-based society.

Considering all these, the living conditions in Delhi are really appalling. Dumps of garbage, heavy traffic congestion on the roads, growing atmospheric pollution, high levels of noise pollution, overcrowding at public places, etc., throw ample light on the deterioration in the people's standard of living. Our lungs are hungry for fresh air and green belts.

The large number of immigrants, from other states to Delhi, put tremendous pressure on the resources of the city. The housing problem is growing rapidly with lack of civic amenities. The life is so busy that there is little interaction among neighbours. Hurry and worry is what

best describes the life in the capital city. With growing consumerism and rising prices, the disparity between rich and poor is increasing day by day. Something judicious needs to be done to remedy this situation. More green belts and 'silence zones' should be created. The unrestricted inflow of people to Delhi should also be checked. Only then the standard of living can be improved.

Yours truly
PMR

2. You are Aman/Aditi studying in Bharat School, Lucknow. The road leading to your school is very congested and full of potholes. Students and parents are often caught in a traffic jam. In spite of several representations, the government has not done anything to improve the condition of the road. Write a letter to the Editor of The Times of India, drawing the attention of the government to this problem.

Job Application

Applications for jobs are written in a very formal, precise and to the point manner. In case the applicant has to focus on his qualifications and experience, a bio-data is enclosed. It includes important information regarding the candidate such as Name, Date of Birth, Contact Address, Educational Qualifications, Professional attainments, [Experience Letter](#), Hobbies, Marital Status, Salary Expected and the References. The forwarding letter has the same format as. an official letter. In case, the information about the applicant is not detailed one, it is included in the body of the letter itself and also included the [career objective](#).

The bio-data or curriculum vitae (C.V.) is written in a standardised format. The forwarding letter reflects the personality of the writer. It must be brief and polite. While stressing personal qualities such as habits, manners, health, physique etc., it should avoid the two extremes of bragging and ingratiating.

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SOLVED QUESTION

Question 1

You are Prem/Parul of 16, TT Nagar, Bhopal. You would like to apply for the post of Marketing Manager in a reputed firm in Mumbai. Write a letter to the Public Relations Officer, Chantac Enterprises, Mumbai, applying for the job. Write the letter in 125-150 words giving your biodata.

Answer:

16, TT Nagar
Bhopal

April 26, 20XX

Public Relations Officer
Chantac Enterprises
Mumbai

Sub: Application for the post of Marketing Manager

Dear Sir

In response to your advertisement published in The Hindustan Times dated April 23, 20XX, I wish to offer my services as one of the candidates.

I fulfil the conditions laid down in your advertisement. I have completed my MBA in Marketing Management from Poona University with 90% marks. I have also got one year working experience in XYZ Enterprises, Mumbai. Enclosed herewith the biodata, photographs, certificates and testimonials for your reference.

Hoping for a favourable response.

Yours
Prem

BIO – DATA

Name	: Prem Kumar
Father's Name	: Mr. K Kumar
Date of Birth	: 30.10.1990

Address	: 16, T.T. Nagar, Bhopal
Marital Status	: Unmarried
Educational Qualifications	: MBA in Marketing Management, Symbiosis Institute, Pune
Working Experience	: Manager at XYZ Enterprises, Mumbai, 20 January, 2013 to 30 January, 2014)
Skills	: Excellent communication skills, Diploma in computer with Java, C++.
References	1. A.K Puri Director, T.K. Pvt. Ltd., Mumbai 2. R. Kumar

2. Pramod Suri, a resident of 245, Tilak Nagar, Delhi reads an advertisement for young school boys !girls to market the products of a renowned company in Delhi. He decides to apply for the same. Write Pramod’s application to the Personnel Manager, Harrison and Simpson Ltd. 237, Nehru Place, New Delhi.

3. You are Rohan Khanna of 149 Circular Road, Panipat. Write an application to the Manager, D.A.V. Senior Secondary School, Panipat in response to an advertisement for the post of a music teacher in that school.