

Class- 9

Sub.-English

Letter Writing

Write and learn the following letters.

Question: You are Rahul Raj of Sector-B, Municipal cooperative colony, Andheri, Mumbai-400005. Write a letter to the editor of the newspaper HT Times, Nageshwar Vihar Colony, Mumbai-400001 complaining against the bad condition of roads in your community.

Answer

Sector-B,
Municipal cooperative colony,
Andheri, Mumbai-400005

Dated: 5th May'16

To,
The Editor,
HT Times,
Nageshwar Vihar Colony,
Mumbai-400001

Through the columns of your prestigious daily, I am Rahul raj wants to draw the attention of the concerned authorities towards the bad condition of roads in our locality. The main road in our society is in deplorable condition. This road is used by many people and vehicles and serve as link between two main societies of our city and due to this, a lot of pressure of vehicles on this road. During the rainy season, potholes are filled with water which create immense troubles to the pedestrians. These potholes also become the breeding place of mosquitoes which are proving hazardous to the health of the society. Several serious accidents have already happened. Hundreds of letter already written to the Municipal but no action have been taken. This road require urgent repairing.



Therefore, by your newspaper i want to draw the attention so that concerned authorities take immediate action. Hope this letter will find a suitable column in your daily and prove as an eye opening instrument for the competent authorities.

Thanking You,
Yours sincerely,
Rahul Raj



2. You are Garima / Gaurav. Write a letter to your friend Sanjana / Sanjay, inviting her / him to your birthday party. Give details regarding the day, time, venue, etc. Add interesting details like theme, dress code, etc.

45, Jan Marg
Delhi.

33, Khan Gali
Delhi.

Date: 21 August 2018

Dear Sanjay



Hi! You are invited to my birthday party on 25th August.

The party will be at Archie's Place, Nehru Park from 4:00 to 7:00 PM. As the party is based on 'Spiderman' theme, please wear a dress in red / black colour combination. It will be fun as I have arranged a Mask game, a 'Spidey' web game and a never – seen – before neon light and music show. I am very excited as I will wear the special Spidey costume designed by my sister. Please come as it will be good to have your company. Also, bring your brother Saurav.

