

# ENGLISH

**Long Composition:** Letter to editors



## LETTER TO EDITOR

Letter writing is an essential skill. In spite of the prevalence of e-mail and text messages letters are still one of the most important and popular means of communication, Trade, official correspondence, public representation, complains and other dealings, transactions and communication with people are still conducted through letters. Formal Letters include business letters, applications for jobs, **letters to editors**, letters to Principal/Officers and letters of complaints to authorities.

A **letter to the editor** is written in the format of a formal letter. **Letter to editor** is for giving suggestions on an issue of public interest to an editor or to Expressing views on an issue already raised in an article/ writeup in a published letter.

### Components of Letter to editor

**Sender's address:** Give the complete address of the sender.

**Date:** The date on which the letter is written comes next, immediately after the sender's address.

**Receiver's address:** The address of the recipient (the editor of the newspaper or magazine you intend to send your letter) should be written.

**Subject line:** The main purpose of the letter is mentioned in the subject line.

**Salutation/Greeting:** The salutation can be Sir, Ma'am, Respected Sir, Respected Ma'am, etc.

**Body of the letter:** The body of the letter should explain the purpose of the letter. Introduce yourself and provide all the details of the matter being discussed.

**Complimentary closing:** Thank you very much, Thank you or Thanking you can be the complimentary closing that you can use.

**Ending the letter:** End the letter with your signature, name in block letters and designation, if there is any.

## Sample

- Write a letter to the Editor of an English daily, appealing for help for the victims of flood. You are Rohit/Reena.

**Ans.**

43, Surat Street

Jorhat – 785002

1st July, 20XX

The Editor

The Hindustan Times

7, Kasturba Gandhi Marg

New Delhi-110001

Subject: Help for the victims of Flood

Sir,

I shall deem it a great favour if you publicize, in the columns of your esteemed daily, the miserable condition of the flood-stricken people of Bhrindan and other adjoining villages in Jorhat district of upper Assam. Also issue an appeal for help to these hard-hit people.

Due to heavy rains for three days and the breach of the Shanpur Bandh, the flood, all of a sudden, entered these villages on the 27th of June. It caused havoc, as many huts were washed away. Many people died as they were trapped inside their homes by the rising flood water. Some of the affected people are passing their days on trees and are without food, clothing and shelter. Parents have been separated from their children. Help has not yet reached these villages. Rescue teams with medicine and food are yet to arrive.

I therefore, request you to publish this letter so as to appeal to the public to come forward and help these homeless victims of the flood before it is too late.

Yours faithfully

**Rohit**

- You have noticed many stray animals on the road during the busy hours of the day. These animals cause traffic jams as well as accidents. You have already written to the concerned authorities but no action has been taken so far. Write a letter to the Editor, The Hindu, drawing attention of the Municipal Commissioner, Chennai to this problem. You are Shantha/Suresh, 12 MG Road, Chennai.

**Ans.**

12, MG Road,  
Chennai-600001  
9th March, 20xx  
The Editor  
The Hindu  
Chennai-600001

Subject: Problems Caused by Stray Animals

Sir,

Through the columns of your esteemed daily, I would like to draw the attention of the Municipal Commissioner to the problems caused by stray animals on city roads. Not a single day passes when we don't witness traffic jams on the roads. The reason for these jams are not heavy traffic movement, but stray animals roaming about on the roads.

These animals not only cause traffic jams but also create severe accidents. Just three days ago I witnessed a biker chased by dogs. He tried to drive away, in the process jumping a red light and meeting with an accident. Yesterday a bull gored a person so badly that he needed to be admitted to a hospital.

Despite many complaints to the concerned authorities, no action has been taken so far. These stray animals are becoming a nuisance. They are a danger to not only us but to themselves also. It is my request to the Municipal Commissioner to please take a note of the situation and rectify it as soon as possible.

Thanking you

Yours sincerely

**Suresh**