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CHAPTER

Letter Writing/ Application Writing

- **One letter based on provided verbal stimulus and context.**

Every educated person should know how to write a letter because a letter is a powerful means of communication. A good letter containing the essential information makes the communication complete.

पत्र लेखन का प्रारम्भ से ही विशेष महत्व रहा है। पत्र लेखन एक कला है, पत्र छोटा, प्रभावशाली तथा सम्पूर्ण होना चाहिए। पत्र में लिखा सन्देश स्पष्ट होना अत्यन्त आवश्यक है।

Letters and Applications

ये composition के महत्वपूर्ण अंग हैं जिनके लिए अभ्यास करना पड़ता है। चूँकि यह प्रश्न व्यावहारिक समस्याओं और बातों पर आधारित होता है, इसलिए इसे अभ्यास द्वारा ही सीखा जा सकता है।

Classification of Letters

पत्र-लेखन एक प्रकार की कला है, जिसमें हमें कम शब्दों में अधिक प्रभावशाली ढंग से अपनी बात कहते हुए अपनी communication skill प्रदर्शित करनी होती है। पत्रों को सुविधा की दृष्टि से दो भागों में बाँटा जाता है—(1) Informal Letters अर्थात् अनौपचारिक पत्र तथा (2) Formal Letters अर्थात् औपचारिक पत्र।

औपचारिक पत्रों में—Business Letters, Letters of Application, Official Letters and Letters to Newspapers विशेष हैं; जबकि

अनौपचारिक पत्रों के अन्तर्गत—घरेलू पत्र, मित्रों को पत्र या आमन्त्रण पत्र (Social Letters, Including Friendly Letters and Notes of Invitation) आते हैं।

1. Informal Letters—अनौपचारिक पत्र चूँकि अपने मित्रों तथा सम्बन्धियों को लिखे जाते हैं इसलिए इन्हें free and easy ढंग से लिखना उचित रहता है। (Letters to relations and intimate friends should be written in an easy and conversational style.) इन पत्रों को personal letters भी कहा जा सकता है।

2. Formal Letters—जैसा कि पहले कहा जा चुका है कि official letters, applications, business letters or letters making requests or accepting or rejecting offers etc., इसके अन्तर्गत आते हैं। कम-से-कम शब्दों में अपनी बात कहनी चाहिए।

- **ध्यान रखने योग्य बातें**

Letter या application लिखते समय निम्नलिखित बातों का ध्यान रखना अत्यन्त आवश्यक है—

1. पत्र लेखन में clarity का होना अत्यन्त आवश्यक है, जो सन्देश (message) पत्र के द्वारा भेजा जा रहा है वो easy और clear हो। Business Letters में supply शर्तों, भुगतान आदि के बारे में स्पष्ट लिखा होना चाहिए।
2. तारीख को 19th June, 20__ or 2nd September, 20__ की तरह लिखना चाहिए न कि 19/6/20__.
3. शुद्ध भाषा का प्रयोग करें, कहाँ पर commas, semicolons और full stop लगते हैं इस पर विशेष ध्यान दें, क्योंकि incorrect punctuation वाक्य के अर्थ को परिवर्तित कर देता है।

(छात्रों की सुविधा के लिए नीचे applications और letters के प्रारूप दिए जा रहे हैं।)

**To
The Principal**

(A) Application का प्रारूप

.....
.....
Sir,

Dated

.....
.....
Yours obediently

(B) Letter का प्रारूप

Dear Father/Mother/Friend,

.....
.....
Address
Dated

Yours obediently/affectionately/sincerely

ABC

उपर्युक्त प्रारूपों के आधार पर applications तथा letters लिखने की विधियों में मामूली-सा अन्तर पाया जाता है—

1. Applications में To the Principal/To the Class-teacher/To the District Magistrate आदि लिखा जाता है।
2. Letters में सर्वप्रथम पत्र लिखने वाले व्यक्ति का पता तथा पत्र लिखे जाने का दिनांक लिखते हैं। इसके पश्चात् सम्बोधनसूचक शब्द जैसे (Dear Father/Dear Mother/Dear Friend) आदि लिखते हैं।
3. पत्र में मुख्य बातें लिखने के पश्चात् अपने से बड़ों के लिए Yours Obediently/Yours Affectionately लिखते हैं। मित्रों के लिए Yours Sincerely आदि लिखकर पत्र लिखने वाला अपना नाम लिखता है।

APPLICATIONS

(A) Application for Leave

- Q1.** Write an application to the Principal of your college informing him about your illness and requesting him to grant you leave of absence for three days. *Or*
Write an application to the Principal of your college, requesting him to grant you leave for five days as you have to look after your mother, who is suffering from fever. *Or*
Write an application to the Principal of your college, requesting him to grant you four days leave as you have to attend your father getting treatment in hospital. *Or*
Write an application to the Principal of your college, informing him about your sickness and requesting him to grant your leave of absence for four days. *Or*
Write an application to the Principal of your college requesting him to grant you a week's leave as your father is hospitalized.

Ans. To

The Principal,

Arya Putri Inter College, Bareilly.

Madam,

Most respectfully, I beg to say that I have been suffering from fever since last night. So I am unable to attend the college.

I, therefore, request you to grant me leave of absence from 12th Oct., 20.... to 14th Oct., 20....

I shall be highly obliged to your act of kindness.

Dated

12th Oct., 20....

Yours obediently,

Km. Recta Rani

Class X-A

- Q2.** Write an application to the Principal of your college, requesting him to grant you leave for six days as you have to look after your mother who is ill and your father has gone out of station.
Or Write an application to the Principal of your college, requesting him to grant you five days leave as you have to attend the marriage of your sister.

Ans. To

The Principal,
Bareilly Inter College, Bareilly.

Sir,

Most respectfully, I beg to say that my mother has been suffering from fever for two days. My Father has gone out of station. There is nobody in the house to look after her.

I, therefore, request you to grant me six days' leave of absence from 16th Sep., 20.... to 21st Sep.,

I shall be highly obliged to your act of kindness.

Dated
16th Sep., 20....

Yours obediently,
Ram Avtar Khanna
Class X-B

(B) Application for Transfer Certificate

- Q3.** Write an application to the Principal of your college requesting him to issue your transfer certificate as your father has been transferred to Badaun. *Or*
 Write an application to your principal requesting him to issue your transfer certificate to join another institution. *Or*
 Write an application to your Principal requesting him to issue you a character certificate.

Ans. To

The Principal,
S.V. Inter College, Bareilly.

Sir,

Most respectfully, I beg to say that my father who has been working here as junior engineer since June, 20...., has been transferred to Badaun District.

I, therefore, request you to issue my transfer certificate at an early date, so that I may join another college in Badaun. I shall be highly obliged to your act of kindness.

Dated
8th July, 20....

Yours obediently,
Vijay
Class X-A

- Q4.** Write an application to the Principal, requesting him to grant you full concession in fee. *Or*
 Write an application to the Principal of your college, requesting him for concession in fee. *Or*
 Write an application to your Principal for a free-concession to enable you for further studies.

Ans. To

The Principal,
D.A.V. Inter College, Aligarh.

Sir,

Most respectfully, I beg to say that I am a student of class X-D. My father is a poor shop-keeper. So he is unable to pay the fee. Last year, I enjoyed free-ship. I got good marks in class VIII-D.

I, therefore, request you to grant me full fee concession.

I shall feel highly obliged to you.

Dated
12th Aug., 20....

Yours obediently,
Harish Chandra
X-D.

Q5. Write an application to the Principal of your college requesting him to make a regular arrangement for evening games in the college.

Ans. To

The Principal,
Islamia Inter College, Bareilly
Date-7th July, 20....

Sir,

Subject : Requesting for the arrangement of evening games.

Most respectfully, I beg to say that most of the students of X-B are eager to play football and hockey. There is no arrangement in the college.

I, therefore, request your good self to make arrangement for regular evening games for practice. I shall be highly obliged.

Yours obediently,
Mukesh Rana
X-B

Q6. Write an application to your Principal, requesting him to allow you change in the subject offered by you. *Or*

Write an application to the Principal of your school requesting him to change your subjects.

Ans. To,

The Principal,
Subhash Inter College,
Sasni (Aligarh)

Sir,

Respectfully I beg to say that I am a regular student of class IX of your college. I offered Geography as one of my subjects, but I find it very difficult. I think, I shall not be able to secure good marks in this subject. So I want to offer Economics in place of Geography and request you to permit this change.

Thanking you,

Yours obediently,
XYZ
Class IX 'A'

Q7 Write an application to the Principal of your college for the regular opening library and purchase of some new books.

To,

The Principal,
G.I.C. Inter College
Allahabad

Sir,

I beg to say that there is no proper arrangement for regular issue of books from the school library because librarian becomes absent often.

I, therefore request you to make a proper arrangement for regular issue of books from the library. So that the students may not suffer.

We thank you

October 10, 20.....

Yours obidently
Vinod kumar
Monitor Class-Xb
Allahabad

नोट—विद्यार्थियों को ऊपर application का एक प्रारूप दिया जा चुका है उपर्युक्त application उसी प्रारूप पर आधारित हैं, नीचे दी गई application में प्रारूप में थोड़ी-सी विविधता लाने का प्रयत्न किया गया है।

Q8. Write an application to the Deputy Superintendent of Police to allow you to use loudspeaker on the occasion of marriage of your sister.

Ans. To

The Deputy Superintendent of Police,

Bareilly.

Dated : 18th March, 20....

Sir,

Subject : Request for use of Loudspeaker Permit.

Most respectfully, I beg to say that the marriage ceremony of my younger sister Beena will be performed on 24th Nov, 20.... So I need to use loudspeaker for the function.

I, therefore, request you to grant permission for use of loudspeaker from 4 P.M. to 10 P.M. on 24th Nov, 20....

I shall be highly obliged.

Yours faithfully,

Satya Prakash Gupta

(address.....)

Q9. Application for the post of steno-clerk. **Or**

Write an application to the Manager, Everest Handloom Company, Noida for the post of Accountant. It is in response to the advertisement in the Hindustan Times of 20th of June.

To,

THE MANAGER,

Gupta and Co.

New Delhi.

Sir,

In reference to your advertisement for the post of a steno-clerk lying vacant under your kind control, in "Dainik Jagran", I want to offer my candidature for the same.

As regards my qualifications, I am a Second Class Commerce Graduate of year 20...., from Rohalkhand University with Advanced Accountancy. I can do English typing at the speed of 35 words per minute and know shorthand as well. At present, I have been working as a steno-clerk in a local firm since July, 20.....

I am a young man of twenty three years, with good physique, optimistic view and good moral character. Copies of three certificates are attached herewith.

Looking forward for your kind favour.

Yours Sincerely,

ABC

Dated : 25th Dec., 20

Enclosures : 3

Address :

ABC,

S/o Shri XYZ,

23, Subhash Road,

Bareilly-1, U.P.

- उपर्युक्त Application को निम्नलिखित तरीके से भी लिख सकते हैं—

From :

ABC
S/o Shri XYZ
23, Subhash Road
Bareilly-1, U.P.
Dated 28th Dec., 20

To,

THE MANAGER,
Gupta and Co.,
New Delhi.

Sub. : Application for the Post of Steno-Clerk.

Dear Sir,

Please, take the reference to your advertisement in "Dainik Jagran" dated 27th Dec., 20..... for the post of a steno-clerk. I want to offer my services for the same. My short bio-data is here under—

Name : ABC
Father's Name : XYZ
Age : 23 yrs.
Qualification : B. Com. II, 20..... from M.J.P. Rohalkhand University.
Typing Speed : 35 words per minute, know short hand.
Languages Known : Can write and speak English and Hindi fluently.
Characteristics : Young, good looking, optimistic—hard-working having a good moral character and winning manner.
Experience : Have been working in a local firm as a steno-clerk since July, 20.....
Enclosures : 3
Looking forward for a favourable reply.
Thanking you.

Yours sincerely,

ABC

- Q10.** Write an application to the District Magistrate for an action against the undesirable persons causing public nuisance in your locality.

To,

THE DISTRICT MAGISTRATE,
Bareilly.

Sir,

We, the residents of Mohalla Madinath, Nirankar Dev Marg, respectfully want to state that some undesirable persons have recently come to stay in a nearby lodge. Sometimes, they sing vulgar songs and pass indecent remarks or comments on the girls. They stand on the **Pan Khokas** and talk loudly. Sometimes, they are found drunk also. They fight with us, too, when objected.

We, therefore, request your honour to do something for checking their activities to maintain law and order in the locality. A quick action is required.

Thanking you.

Yours faithfully,

ABC

Residence

Mohalla, Madinath Nirankar Marg, Bareilly City.

Q11. Write an application to the D.S.O. to issue a permit for 75 kg. sugar for the marriage of your sister. *Or*

Write an application to the District Supply Officer of your district requesting him to grant you a permit for ten litres of kerosene oil which will help you in your study as there is frequent powercut in your area.

To,

THE DISTRICT SUPPLY OFFICER,

Bareilly.

Sir,

Most respectfully, it is stated that I need 75 kg. of sugar for the marriage of my sister to be performed on 12th May, 20.....

I, therefore, request you to issue me a permit for 75 kg. sugar and oblige.

Thanking you.

Yours faithfully,

ABC

Dated : 1st May, 20.....

Address :

Q12. Write a letter to the Engineer of the Electricity Department requesting him to arrange for proper lighting in your locality.

11, Bahadurshah Marg

Bareilly.

2nd Feb. 20.....

To,

THE ENGINEER,

Electricity Department,

Municipal Corporation,

Bareilly.

Sir,

Sub. : Request for proper lighting in the locality.

May I have the honour to bring the following facts to your kind notice for necessary action—

- (1) In our locality, there is no proper lighting arrangement.
- (2) The people here are deprived of the facility of electric light.
- (3) Street light is generally off.

I, therefore, request your goodself to look into the matter personally and take necessary action.

Thanking you.

Yours faithfully,

XYZ

Q13 Write an application to the District Magistrate to ban the use of loud-speakers during the Board Examination.

To,

The District Magistrate
Allahabad

Sir,

Most respectfully I beg to say that examinations are going on. Some notorious persons use loudspeakers at night. So there is disturbance in my locality Rambagh, Allahabad. On account of their noise, students are unable to prepare for the examination. The blare of loudspeakers trouble the students. They can neither study properly nor can they sleep peacefully at night.

I, therefore request you to do something positive immediately and remove the public difficulty.

I shall be highly obliged.

15th March 20.....

Yours faithfully
A.B.C.

Q14. Write a letter to the editor of a newspaper about frequent breakdown of water supply in your locality.

Or Write a letter to the Chairman/Mayor of your city complaining against insufficient supply of water in your area.

Ans.

To

The Editor,
Indian Express, New Delhi

Sir,

Will you very kindly give a little place to my letter in your popular paper? I want to draw your attention towards the difficulties which the public has to face due to frequent breakdown of water supply in our locality "Friend's Colony". We are in a difficult situation. In my opinion, the frequent breakdown of water supply is due to inefficient working of the water supply department.

Will you very kindly publish my letter in your paper, so that the higher authorities may come to know of it and those who are responsible for it.

Yours Sincerely,
Rakesh Ranjan

Dated : 12th March, 20....

Address :

Rakesh Ranjan Verma

210, Friends' Colony

Subhash Nagar, Bareilly-243001

|| EXERCISES FOR PRACTICE ||

1. Write an application to the Principal of your college, requesting him to arrange extra coaching for you in Mathematics as you are weak in the subject.
2. Write an application to the librarian of your college, informing him that you have lost the book issued to you last week.
3. Write an application to your Principal, requesting him to allow a change in the subject offered by you.
4. Write an application to the District Magistrate of your district, requesting him to take action against some undesirable persons who are disturbing the public peace in your locality.
5. Write an application to the District Medical Officer of Health of your district, telling him of the outbreak of Cholera in your locality and requesting him for immediate steps to control the epidemic.

6. Write an application to the Principal, D.A.V. Inter College, Kanpur to allow the cricket team of his college to play a friendly cricket match against your school team.
7. Write an application to your Games' Superintendent requesting him to issue you two cricket balls.
8. Write an application to the librarian of your college informing him that you have lost the book issued to you last week. Ask him how much money you have to deposit for the loss.
9. Write an application to the Principal of your college requesting him to provide some more furniture and ceiling fans for your class, giving reason for the same.

|| LETTERS ||

Q1. Write a letter to your younger brother, advising him to work hard at his studies so that he may get a first class.

Ans.

210, Civil Lines
Bareilly, 243001
22nd June, 20....

Dear Sunny,

I hope this will find you in the best of your spirits. Yesterday I got a letter from Mahesh. He says that you are sure of your success. I am very happy to know this. But you should not be idle. As it is rightly said "Industry is rewarded and idleness punished." Overconfidence sometimes leads to failure. I know that you are a bright and intelligent student. But you are not diligent. So I advise you to work hard as the examinations are near. Revise your course again and again. Do hard work for the first division. Nothing less than the first class will satisfy me.

Wishing your success and good luck.

Yours loving,
Mukesh

Q2. Write a letter to your father, asking him to send you four hundred rupees for books.

Or Write a short letter to your elder brother to send you some money to purchase necessary books.

Or Write a letter to your father, requesting him to send you money, to meet your monthly expenditure.

Or, Write a letter to your father, requesting him to purchase some books and school dress for you.

Ans.

J-8, Sarojini Nagar
Delhi, 100004,
10th June., 20....

Respected Father,

Thanks for your kind letter that I received today. I am glad to know that you are quite well now. We, too, are happy here. Rani misses you very much. She becomes very sad in your absence. Mummy is also not well. She has been suffering from fever for a week. But there is no cause to worry. She is under the treatment of Dr. Keshav Agarwal. The doctor says that she will be well within two or three days.

Papa, I have gone short of money. Our college has opened. We have to deposit our college fees. Rani has been admitted in a new school. I have to buy some books. I, therefore, request you to send me four hundred rupees as soon as possible.

With regards.

Yours obediently,
Bobbey

Q3. Write a letter to your sister, telling her about your visit to a historical place.

Or, Write a letter to your brother, telling him about your visit to historical place.

Ans.

33-Rajendra Nagar
Bareilly-243002
17th May, 20....

Dear Sister Reeta,

You will be glad to know that yesterday, I came back from Agra. I went there with my friends. Our History teacher Mrs. Usha Gupta was also with us.

We reached Agra in late night. We passed the night in a hotel. Next day, we went to see the Taj. We found it very grand and beautiful. We liked it very much. Our teacher told us that Taj Mahal, one of the seven wonders of the world, was built by Shahjahan, a Mughal emperor, in the memory of his beloved wife Mumtaz Mahal, after her death. As it is built of white marble. Shahjahan used to call it 'a dream in white marble'. Luckily we saw it in the moon light too. It looked silver white. Its beauty cannot be described in words. Of course, it is beyond description.

The rest is O.K. There is nothing more to write. With love to Kartik.

Yours loving brother,
Varun

Q4. Write a letter to your friend, proposing him a trip to a hill station.

Or Your examinations are over. You want rest and recreation. Write a letter to your Uncle who lives in Shimla informing him that you want to stay with him for a week.

Ans.

Bara Bazaar
Bareilly-243003
15th April, 20....

Dear Raju,

You will be pleased to know that my examinations are over today. I have done my papers well. Now it is time for us to enjoy and recover our health. I hope you have not made any arrangement as yet for these holidays.

So I propose a trip to Musoori. Will it not be a good change? If you agree, I may arrange for it and you should reach here on 28th April, 20.... Bring your camera with you, if possible.

Yours loving,
Rakesh

नोट—अनौपचारिक पत्र नीचे लिखे प्रारूप के अनुसार भी लिखे जा सकते हैं।

Q5. Write a letter to your friend, congratulating him on his success in the High School Examination.

Ans.

28, Cantt. Road
Bareilly
30th June, 20....

Dear Mohan,

Please, accept my heartiest congratulations on our success in the examination. I am very happy to know that you got first division in High School Examination. Really, you have fulfilled the expectation of your parents by getting first division.

I hope, you will maintain the same division in Intermediate Examination also. My good wishes are always with you.

I am sure, you will earn a good name there.

With regards to elders and best wishes to youngers.

Yours sincerely,
Ramesh Kumar

Q6. Write a letter to your mother, telling her that winter has set in and that you need a new coat.

Ans.

205, Civil Lines,
Bareilly-243001,
10th Oct., 20....

Dear Mummy,

Thanks for your kind letter that I received yesterday. I am working hard, there is no cause to worry. Winter has set in. So I need a new coat. The old one will not do this year. I, therefore, request you to persuade respected Papa to arrange a new one this year.

I am coming to see you. I hope to be there on 10th Nov., as our college will be celebrating the founder's week.

With a lot of regards.

Your obedient son,
Mohan

Q7. Write a letter to your younger brother who has started smoking cigarettes, advising him to give up this bad habit.

Or Write a letter to your younger brother advising him to stop smoking cigarette.

Or Write a letter to your friend advising him to stop taking alcoholic drinks.

Ans.

Charbagh,
Lucknow.
22nd March, 20....

Dear Varun,

I hope, it finds you in the best of your health and spirit. We are fine here. I have come to know that you have started smoking cigarette. This has shocked me very much. Our father is retired. He is very old, weak and sick. You are his youngest son. You have been the apple of his eyes and so you should not make him worried.

Cigarettes are injurious to health. Good and obedient boys do not smoke. Smoking is a bad habit. So I advise you to give up this bad habit. Wishing you all the best.

Your loving sister,
Baby

Q8. Write a letter to your friend, requesting him to attend the marriage party of your brother. Or

Write a letter to your friend inviting him to your marriage ceremony which is going to be held during the month of June.

Or Write a letter to friend, inviting him to attend your sisters marriage.

Or Write a letter to your friend, inviting him to attend your brother's marriage ceremony.

Ans.

9-Stanley Road
Allahabad (U.P.)
2nd Jan., 20....

My dearest friend Raghav,

I am very glad to inform you that the marriage of my younger brother Tarun has been settled. The marriage party will leave for Kanpur on 12th of January at 8 a.m. I hope you will not disappoint me. Your presence in the marriage is a must.

Your arrival is anxiously awaited.

Yours sincerely,
Ravi Ranjan

Q9. Write a letter to your friend, requesting him to come and spend the summer vacation with you.

Ans.

20th Mall Road,
Musoorie,
10th May, 20....

Dear Sachin,

I hope it finds you best in your spirits. Thanks for your kind letter. I am glad to know that you performed well in the annual examination and secured a good percentage of marks. Your summer vacations will begin on 20th May, 2005. I hope you will come here and enjoy the summer vacations

with me. I am sure, you will enjoy your stay here. The weather is charming. There is no dust, wind, smoke or heat like any other city. Here you will find nature in her brightest colour. Kempte Falls will definitely fascinate you. Please do come. Please convey my warm regards to uncle and aunt and love to dear Bunty.

With a lot of love to you.

Yours sincerely,
Rajesh Kumar

Letter of Condolence

Q10. Write a letter to a friend who has recently lost his mother.

Or Write a letter to a friend who has recently lost his father.

Ans.

Saharanpur,
25th April, 20....

Dear Friend Rajan,

It was very sad to know about your mother's death. I had no idea that she was so ill. The sad news of her death, therefore, came as an unexpected shock to me. So I offer my condolence to you. May the departed soul rest in peace! My heart felt sympathy in the grief and it is always with you. Believe me, these words are the expression of genuine sorrow.

May God give you strength to bear this blow!

Yours in deepest sympathy,
Ram Kumar

Q11. Write a letter to a friend inviting him to attend your birthday party.

Or Write a letter to your sister (already married) inviting her to attend your birthday party.

Ans.

2/7 Indira Colony,
Rambagh, Allahabad-3
April, 20

Dear Mohan,

I am glad to inform you that my birthday falls on March, 5, 20___. I request the pleasure of your company on my birthday party at 7 P.M. at my residence.

Please bring your parents also as we shall have a lot of fun and pleasure on the occasion. Kindly do not forget to bring your camera and tape recorder with you.

Hoping to meet you soon.

Your sincerely
ABC

Q12. Your college is organizing a three day educational tour. Write a letter to your father requesting him to allow you to go on the tour and to send you two thousand rupees for the expenses.

Or Write a letter to your father requesting him to send you three thousand rupees, as you have to go on a five day tour, organised by your college.

Room No. 11

D.J. Hostel

Allahabad

May, 5 20.....

My dear father,

You will be glad to know that our school has arranged an Excursion in Kashmir in the last week of May.

Almost all my friends have enrolled their names to go to Kashmir for excursion. Our two teachers will escort the party. The excursion party will visit the important sights of Kashmir. Sailing in Shikaras over the Dul lake allures me not to miss the opportunity. Every students has to deposit

two thousand rupees for the tour. Dear Papa please send two thousand rupees to enable me to join the excursion party to Kashmir.

With love and best regards to you and dear mother.

Yours affectionately

Manoj

|| Exercises for Practice ||

1. Write a letter to your father, explaining why you could not get good marks in Hindi.
2. Write a letter to the Post-Master, Bareilly, requesting him to let you know about the money-order, you sent to your friend about a month ago.
3. Write a letter to a bookseller, cancelling your order due to delay in executing your order.
4. Write a letter to your customer who has placed an order for some books, informing him that the books are not in stock.
5. Write a letter to your friend, telling him about your school. Give reasons for your liking or disliking it.
6. Write a letter to your younger brother, advising him to work hard at his studies so that he may get a first class.
7. Write a letter to your uncle, telling him about the discomforts of a railway journey in the second class.
8. Write a letter to your mother, telling her about your health or class-work.
9. Write a letter to the Education Minister of your state, requesting him to improve the educational facilities for girls in your area.
10. Write a letter to the Health Officer of your city, requesting him to arrange for cleanliness in your locality.
11. Write a letter to the Superintendent of Police of your city, requesting him to improve the law and order situation in your area.
12. Write a letter to the Chairman of your Municipal Board, requesting him to arrange for the cleanliness of your locality.
13. Write a letter to the Inspector Incharge, Kotwali to depute some constables to arrest the 'goondas' and other anti-social elements that are disturbing the peace of your locality.
14. Write a letter to your friend about a zoo, you have recently seen.
15. Write a letter to the Chairman of your Municipality, containing the following requests—
 - (a) The improvement of water supply in your ward.
 - (b) Permission to use a public park for a football match in aid of a charitable purpose.
16. You are Alok living at 422, Sadar Bazar, Varanasi. Write a letter your uncle thanking him for a gift he sent on your birthday.
17. Write a letter to your mother telling her about your friend, who is very helpful to you.
18. Write an application to the Principal of your college requesting him to give you a character certificate.
19. Write a letter to your father, explaining why you could not get good marks in English.
20. Write a letter to your mother, wishing her a long, healthy and prosperous life on 'Mother's day'.
21. Write an application to the Principal of your college requesting him to allot you a room in the college hostel.
22. Write a letter to your friend expressing your inability to join the wedding ceremony of his brother.
23. Write a letter to the chairman (or Mayor) of the Municipal Corporation of your city, Complaining against the supply of impure tap water in your locality.

[नोट—छात्र Application में अपना नाम न लिखें।]