

## Formal Letter Writing

Write formal letters for the following situations:

1. Write to your school principal requesting permission to organize a class picnic to a nearby historical monument.
2. Write a letter to a book publisher enquiring about the availability of class 6 reference books.
3. Write to your principal informing them about the loss of your school identity card and requesting a duplicate.
4. Write a letter to the municipal commissioner about irregular water supply in your area.
5. Write to your class teacher requesting a change in seating arrangement due to your poor eyesight.
6. Write a letter to a sports equipment company to place an order for cricket gear.
7. Write to the librarian of your school requesting permission to issue an extra book for your project work.
8. Write to the editor of a children's magazine suggesting ideas for their upcoming special edition.
9. Write to your principal requesting permission to participate in an inter-school competition.

10. Write to the local post office about a parcel that hasn't been delivered yet.
11. Write to your area's sanitation officer regarding irregular garbage collection in your locality.
12. Write to a railway officer enquiring about lost luggage during a recent journey.
13. Write to your school principal requesting organization of extra computer classes.
14. Write to a stationery supplier placing an order for school supplies.
15. Write to your principal requesting permission to form a school nature club.
16. Write to the municipal corporation about street lights not working in your area.
17. Write to your class teacher requesting leave for a family function.
18. Write to a science museum requesting information about group visit rates for your class.
19. Write to your principal suggesting ideas for the annual school day celebration.
20. Write to the health department about mosquito problems in your neighborhood.

#### Practice Tips:

- For each question, first identify the key points you need to address
- Plan your letter's structure before writing
- Use appropriate language based on the recipient

- Include all necessary details like dates, reference numbers, or specific requests
- Keep the tone formal and respectful
- Make sure to follow the correct format for each letter

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