

**CLASS: 7**

**SUBJECT: ENGLISH**

**MRS GAGANDEEP KAUR**

**LETTERS TO EDITOR ( SAMPLES)**

1. Write a letter to the Editor of the newspaper, regarding the disturbance caused by the loudspeakers as it is harmful during the examination days. You are Arun, living at 34, Pitampura.. New Delhi.

**34, Pitampura  
New Delhi**

**2 Feb 2021**

**The Editor  
The Hindustan Times  
New Delhi**

**Subject: Nuisance caused by loudspeakers**

**Sir**

**Through the esteemed columns of your esteemed newspaper, I wish to draw the attention of authorities towards the growing nuisance caused by the loudspeakers in our area.**

**Now-a-days, the use of loudspeakers at religious places, political gatherings, marriages, etc. has become a very common sight. The organizers of these events do not bother to turn off the loudspeakers after the specified time. They keep honking all the day and till late night. These are exam days. Such blaring loudspeakers disturb us a lot in our studies. Besides, elderly people find it difficult to sleep properly. This has given rise to many other health problems.**

**Through your newspaper, I request the authorities to look into this matter and impose law in this direction and ban the use of loudspeakers late at night.**

**Yours truly**

**Arun**

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**Sample 2**

**You are Kunal living at 522, Railway colony, Ghaziabad. Write a letter to the Editor about the poor water supply in your locality suggesting ways to improve the position of water supply.**

**522, Railway Colony  
Ghaziabad**

**3 Feb 2021**

**The Editor  
The Times of India  
New Delhi**

**Subject: Poor water supply**

**Sir**

**Through the columns of your reputed newspaper, I wish to draw the attention of concerned authorities towards the poor water supply in our locality.**

**There is a great scarcity of water in our colony. We are supplied water only for 1-2 hours in the whole day. The pressure at that time is so low that it is very difficult to finish the chores in time. Moreover, sometimes the water supplied is dirty and smelly. Most of the times, there is a power cut also at the same hours when water is supplied which affects us a lot. Water is our basic necessity and without water, it is difficult for us to manage.**

**So, I request the concerned authorities to improve the quality of water supplied in our area and increase the hours of supply so that the residents of our area do not face the problem. I hope some positive action will be taken by the authorities at the earliest.**

**Yours truly**

**Kunal**