

VIDYA BHAWAN

BALIKA VIDYAPITH LAKHISARAI

CLASS~10,SUBJECT~ENGLISH

DATE~17/09 /XX,@@@L.P.SINGH

“FORMAL LETTER”

The insanitary conditions in your colony are causing multiple diseases. Write a letter to the Municipal Commissioner bringing the problem to his notice and request him to take urgent action in the matter. You are Deepa/Deepak of C 2/8,Ankur Enclave, New Delhi.