

LETTER WRITING-LETTER TO THE EDITOR

The most common form of written communication is the letter. Letters should have a format that goes with the latest conventions.

Formal Letters include - (a) Official letters (for making enquiries, registering complaints, asking and giving information, placing orders and sending replies)

(b) Letters to the editor (giving suggestions on an issue)

(c) Application for a job.

LETTER TO THE EDITOR

These letters

- (i) Give suggestions on a public interest issue
- (ii) Give suggestion on an issue already raised in an article /write-up /published letter.

Important points

- Begin with reference to a recent issue/ event
- Give details of topic bringing out cause and effect relationship
- Offer suggestions/ solutions
- Write the letter in 4 – 5 paragraphs
- Do not ask the editor to solve the problem as he can only voice your and ideas.

FORMAT

Sender's address

Date

Receiver's name and address

Salutation (Dear Sir)

Introduction

Develop cause and effect relationship

Give suggestions

Conclusion

BODY OF THE LETTER

Complementary close (Yours faithfully)

Signature

Name

Points to remember:

- Draw the attention of the concerned authorities/general Public towards the problem NOT of the Editor
- Request concerned authorities to take the action NOT to the editor
- Raise the issue by citing some latest news items / Survey report etc.
- Analyze the issue, try to find causes.
- Offer suggestions to solve the problem.
- Be courteous, even if critical

Beginning lines: Some samples.

Kindly allow me to use some space in your esteemed daily to express my views and concern on _____
OR

Kindly allow me to use some space in your esteemed daily to draw the attention of the concerned authorities to the nuisance of _____
OR

May I have the privilege of using a few lines of your esteemed newspaper regarding _____
OR

Through the columns of your esteemed newspaper , I would like to draw the attention of the concerned authorities towards _____

Ending Lines: Some samples.

Hope some effective measures will soon be adopted to improve the existing situation
OR

Hope the concerned authorities will take notice and do something in this direction.
OR

I hope the concerned authorities and the general public will see the gravity of the matter and some measures will be adopted to _____

SAMPLE

You are Sidhi/ Sanjay of U-03 G Block Kasturi Nagar Mysore-37. Write a letter to the Editor, Times of India, Bangalore expressing your concern about the decrease in the number of the birds in Mysore.

G Block

Kasturi Nagar

Mysore -37

3rd February, 2012

The Editor

Times of India

Bangalore

Dear Sir

Sub: Diminishing number of birds

With deep regret I wish to bring to the kind notice about the decrease in the population of birds in Mysore. Mysore is known to have more than 500 species of birds but many of them are on the verge of extinction.

According to the reports from the recent seminar held on Conservation of Birds, there was a time, when a number of birds would flock to the banks of river Kaveri, Bandipur wild life sanctuary and forested canopy in Mysore. These numbers have come crashing down in the recent years. The main reasons are rampant construction of buildings, bridges and flyovers, cutting of forests and of course environmental pollution. Many species have become endangered. It is time the people of Mysore are made aware of this grave situation by conducting seminars and workshops.

The locals should be given incentives for preserving the birds. Sanction for the construction of buildings, malls, bridges and so on should be given only after proper evaluation of the environmental impact of those constructions over the life of species there. Let's not forget that birds are an important link in the food chain.

I request the government, environmentalists and the society to show their concern before it is too late. I would be thankful to you if you would publish my view in your esteemed daily.

Yours faithfully

S/d

Sidhi Sharma

Q. You are Samita/Sunit, resident of C-41, Sant Vihar, Delhi- 1. You find, participation of children in various reality shows on T.V. a form of child exploitation. Write a letter to the editor of a national daily showing your concern about various forms of child exploitation prevalent in Educated, Urban society giving some suggestions to curtail it.

Ans.

C-41, Sant Vihar
Delhi -1

10th August 2011

The Editor
The Times of India
Delhi -12

Sir,

Subject : Exploitation of Children in Urban Society

I want to draw the attention of the general public and the concerned authorities towards the above cited problem through this letter of mine in your newspaper.

In Urban Societies parents are increasingly using their children as means of achieving their own unfulfilled wishes, resulting in physical and mental exploitation of the children. Forcing children to participate in reality shows or cajoling them to play roles in TV serials by shunning games are some examples of child exploitation. Even parents among audience of such programmes openly compare their wards with child actors on TV. In school arena parents put pressure on their wards, to excel in the field of academics, sports and other activities alike without considering their field of interest and abilities.

The implication of exploitation of children in the guise of making their future bright is evident now. The diseases like hypertension, obesity, diabetes which were known to be adult diseases a decade back are common among children. Psychotic problems among children are also rising with cases of drug abuse, depression or even suicide is reported frequently.

Authorities in the Child Rights Department and educational institutes should come out with bolder steps to curb the problem. There should be a ban on all types of advertisements and programmes on TV with child actors below 14 years of age. There should be regular counselling for parents in schools to make them understand the consequences of stressing the children.

Yours faithfully

Samita

PRACTICE QUESTION

Write a letter to the Editor, Times of India, drawing attention of the concerned authorities towards the long power cuts that your colony is facing causing a lot of inconvenience to the students, the old and the sick. You are Vimala / Vineet, 14 Srinagar Colony, Roorkee.
