

A vibrant garden scene with butterflies and yellow flowers. In the foreground, a monarch butterfly with orange and black wings is perched on a yellow flower. To its right, a black and white butterfly with white spots is in flight. The background is a soft-focus field of green foliage and yellow flowers. A black rectangular box is overlaid on the left side of the image, containing white text.

# LETTER TO THE EDITOR

FORMAT

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## **Senders address should have 3 lines.**

- **1. House No, Street**
- **2. Locality / section**
- **Name of city / state.**
- **Leave space / leave a line**
- **Date should be in British Format. (15 August 2019)**
- **Leave a Line**

## **Receiver's Address**

- **The Editor (The is compulsory)**
- **Name of the newspaper**
- **Name of the city**
- **Leave a space**

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Name of the news paper should be appropriate with the question.

**If the name is mentioned, use it.**

If it is mentioned as National Daily, use the name of a news paper used nation wide, and use city as New Delhi.

- Eg: The Hindu, Indian Express, Pioneer, Decan Herald, Hindustan Times, Times of India. Etc.

If local daily is asked, give name of the city in sender's address.

- Eg: Dairik Jagran (Hindi), Malayala Manorama (Malayalam) etc.

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- Subject: Should be brief
  - Salutations: Sir / Ma'am

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## **Body of the letter consists of 3 or 4 paragraphs.**

### ■ **1. Introduction**

- (Should have proper beginning)
- Eg: Through the columns of your esteemed news paper I would like to draw the people's attention towards a very serious issue.....( write the issue)

### ■ **2. Second Paragraph**

- Write about the causes and problems associated with the topic.

### ■ **3. Third Paragraph**

Suggestions / measures taken by the concerned authority and common people.

### ■ **5. Fourth paragraph**

### **Conclusion:**

- Appealing to the readers that they should do their responsibilities and eradicate the problems faced. (Do not ask the editor to take measures.) Request the editor to kindly help you publish the issue.

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- **Thanking You**
  - **Yours Sincerely / Truly**
  - If name is given in the question as who is writing then write that name after **Yours Sincerely / Truly**.
  - If name is not given write **XYZ**.
  - If designation is given write it, if not ignore.

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## For Scoring Marks

- Language is good.
- Proper sentence construction and grammar.
- Use of good vocabulary words.
- Using subject – specific words.
- Having knowledge about each topic.
- Proper format.
- Independent reading of a lot of book to gain knowledge and the use of English language is very important.