



INDIAN SCHOOL DARSAIT DEPARTMENT OF ENGLISH



Subject : English	Topic: Writing Skill- Letter of Complaint and Enquiry.	Worksheet No. :16
Resource Person: Sumitha Julius Netto		Date : _____
Name of the Student : _____	Class & Division : _____	Roll Number : ____

	SAMPLE : Letter of Complaint	
	Due to insanitary conditions in the colony, the population of rodents has been multiplying exposing the residents to multiple diseases. Write a letter to the municipal commissioner bringing the problem to his notice urging him to take urgent action in the matter. You are Suraj/ Supriya of 12, MG. Road, Chennai.	
	<p>12, MG. Road Chennai</p> <p>14 December 2017</p> <p>Municipal Commissioner M.G. Road Chennai</p> <p>Subject: Insanitary conditions in the colony leading to multiple diseases.</p> <p>Sir I have been a resident of Bijli Apartments, M.G. Road, for the past eleven years. I would like to bring to your notice the insanitary conditions in our colony. Rubbish and garbage lie in heaps for foraging rodents. Lack of drainage system raises a persistent foul smell in the area.</p>	
	<p>During rainy season water stagnates in the many pits on the street. These become the breeding ground for mosquitoes, which expose the residents to multiple diseases like dengue, malaria, etc. Our colony has become an unhealthy and disease prone area.</p> <p>You are requested to take an immediate remedial action to set things right.</p> <p>Yours truly Supriya</p>	
	<p>Practice :</p> <p>You are Mahesh/ Mohita, President, RWA, Govindpuri, Bengaluru. The main park in your locality which was once a model park lies in a state of utter neglect. It has become a favourite spot for anti-social elements and a permanent resting place for stray animals. Write a letter to the Municipal Commissioner requesting him to instruct the horticulture department to take prompt action and restore the park to its original condition.</p>	

	SAMPLE : Letter of Enquiry.	
	You are awaiting your class X results. Meanwhile you would like to do a short-term course in Personality Development. Write a letter to the Director, Personal Care, Hyderabad, enquiring about the details about the course. You are Krishna/ Kusum of 148, Model Town, Hyderabad.	
	<p>12, Model Town RT nagar Hyderabad</p> <p>14 December 2017</p> <p>The Director Personal Care Char Minar Road Hyderabad</p> <p>Subject: Enquiry about short-term course in Personality Development.</p> <p>Sir</p> <p>I came across your advertisement in yesterday's newspaper. I want to state that I am currently in class X and waiting for my board results. I am very much interested in the course that you have offered.</p> <p>Please send me the prospectus containing all the information regarding the course and the application form. I would be highly grateful if you could provide information about the following:</p> <ul style="list-style-type: none">) The fee structure) Admission procedure) Eligibility criteria <p>Kindly send me, if possible, the latest brochure with all the above details along with the enrolment form at the earliest enabling me to register myself for the course.</p> <p>Yours faithfully Krishna</p>	
	<p>Practice:</p> <p>You are Kiran/ Keshav. You want information about French Language courses at Alliance Francaise, New Delhi. Write a letter to the director enquiring about the same.</p>	