**Letter writing (Formal)**

Q. You are the librarian of Raja M.S. Public School, Jaipur. Write a letter to Messers M.S. Book Depot, Bikaner, placing an order for some books for your school library. Mention the details of the books (at least four) and ask for the discount available on the purchase. 

Raja M.S. Public School, Jaipur  
10th July, 20….  
M/s M.S. Book Depot  
Ram Nagar, Bikaner

**Subject:** Order for Library Books

Respected Sir,

This is to place an order with your firm for the following Children Story Books for the school library. It has been decided by our school that we should organize a Book Fair on Independence Day. So, dispatch the books mentioned below at the earliest. Our Principal has already had held a telephonic discussion with you.

|  |  |  |
| --- | --- | --- |
| 1. | Little Angles Story Books  By Ruskin Bond | 25 copies |
| 2. | Complete Series of Books By Harry Potter | 03 sets |
| 3. | Brave Deeds of Women During Freedom Struggle  (By Dr.R. Prasad ) | 10 copies |
| 4. | A Road to Fascination By C. Rajgopalachari | 10 copies |

The books should be properly packed and laminated. Please do send the bill with a proper discount meant for actual libraries.

Thanking you,

Yours faithfully,

Satish

Librarian.

**2. Write a letter to the Editor of a newspaper on reckless driving in cities and highways.**

22, Mansarovar park  
New Delhi  
15th July 2023.

The Editor,  
The Times of India,  
Bahadur Shah Zafar Marg,  
New Delhi-2

Subject: Reckless driving

Respected Sir,

Through the columns of your newspaper, I wish to express my views on the rising number of road accidents in Delhi.

Road accidents have been on the increase of late. As a result, a number of deaths take place almost every day. The reasons for these mishaps are obvious. Quite a few people drive recklessly. In their hurry, they turn erratic on the road and do not follow the traffic signals. The pedestrians try to cross the roads from anywhere they want. Some of them are run over by the speeding vehicles. Rash scooterists add to the confusion on the roads. The truck drivers, when drunk, are the major culprits in adding to the number of accidents on the highways.

A few strict measures like regular checking of the license, imposing heavy fines on the offenders, alert vigil by the traffic police may improve the situation.

The concerned authorities may do something consequential to save the people from this deadly road terror.

Yours truly,  
Rohit Anand

**HOMEWORK**

1. **Write a Letter to the Municipal Commissioner about the Poor Quality of Roads in Your Locality**
2. **Write a letter to the Bank Manager for opening New Account**