Letter Writing.

1. The insanitary conditions in your colony are causing numerous 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 Deepak/ Deepak of C2/8, Ankur Enclave, New Delhi.
2. You are Rama/Ramesh of D-105, Lajpat Nagar, New Delhi. You want information about German Language Courses at German Embassy, Chankya Puri, New Delhi. Write a letter to the Director inquiring about the same.