8th class worksheet 29

LEARNING SHEET 38

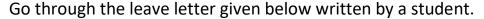
Activity 2

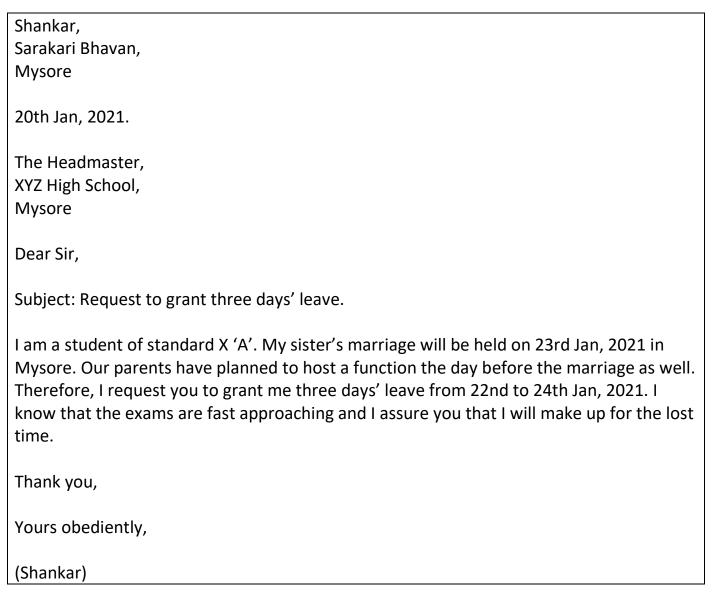
Take a look at the format of a formal letter given below.

Letter Format (Official Letters)
From, (write your name and the address)
Date:
To, (Write the name and the address to the concerned authority given in the question)

Dear Sir,
Subject:
Body (matter)
body (matter)
·
Sum up your main point and state that you look forward to a response to your letter.
Yours faithfully/obediently,
Signature
- U

LEARNING SHEET 39





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Activity 2.2:

Write a letter to your Gram Panchayath/City Corporation informing them about irregular electricity supply in your area.

Answer:

Sudhakar,
8th class
Govt.High school,
Mysore

21st August, 2022

Panchayat Development officer,
Gram Panchayath,

Mysore
Dear Sir,
Subject: Irregular electricity supply in our area.
I am Sudhakar, 8 th class, Government high school, Mysore. I would like to draw your kind attention towards the irregular electric supply in our area. We are facing a several problems. During power cut many problems like robbery and theft increases.
Many students are preparing of their incoming board exam. But, this irregularity in electric supply is causing obstacles in their preparations.
So, I request you to look into this matter personally. If you do the needful then I shall be very much thankful to you.
Thank you,
Yours obediently,
Sudhakar

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