

Formal Letter Sample

Plot no 7, 8, 9,10, Dakshin Marg,

25D, Slum, Sector 25,

Chandigarh,

160036

To,

The Editor-In-Chief ,

Punjab Kesari Group,

Sector 25, Chandigarh,

Subject : To stop illegal mining

Dear Sir,

(This is only a DEMO content) : With Due Respect, I want to tell you that illegal mining is going on in our area for the last 8 months. I have also informed the department about this. But till now no legal action has been taken. I have full faith in the law of my country. That is why I want the media along with the department to investigate impartially in this matter. If this news will be published in your website, then the concerned department will also be in turmoil and this illegal mining can be stopped. I hope that you will take care of this matter and print this news on priority in your newspaper. And I and our entire region will be very grateful to you for this.

Thanking You

Your Sincerely

Your Name