

LETTER TO THE EDITOR

Formal letters are written for different official purposes. A letter to the editor of a newspaper could be written to

Reasons for writing to the editor

- ❖ express an opinion
- ❖ react to another letter, news, article or editorial
- ❖ compliment a public figure
- ❖ complain about a social problem
- ❖ complain against the functioning of an institution or service

EXAMPLE: You have come across some alarming statistics regarding road accidents in your district. Write a letter to the editor of a regional newspaper highlighting the causes for such cases and give some suitable suggestions to control this problem. You are Karan Garg of Maheshpur.

House No. 12

Farm Lane

Maheshpur

The Editor

The Everyday Times

Gaurav Nagar

Maheshpur

12 October 2008

Dear Sir

Subject: Increasing number of road accidents

This is regarding the alarming rate at which road accidents are taking place in our district. It is a matter of grave concern and requires immediate attention.

A recent survey reveals that 73 per cent of fatal accidents on the road are due to the driver's fault. 2 per cent are due to defects in a vehicle and 25 per cent due to other causes like poor road lighting, flouting traffic rules and carelessness on the part of pedestrians. Moreover, it has also come to light that maximum number of accidents are caused by trucks and tractors. The statistics regarding the victims reveals that 54 per cent of the victims fall in the age group of 25 to 65 years while 30 per cent of the cases are from the age group of 15 to 24 years. 9 per cent come in the category of 0 to 14 years.

The government is doing its best to control traffic and make better roads but it is very clear that little can be done without the cooperation of the public. Rules should be strictly adhered to and rash or drunken driving should be dealt with very strictly. The concerned authorities should ensure that the street lighting system is improved and even the pedestrians should observe caution while crossing roads.

I sincerely hope that the public and the government will work hand in hand to overcome this grave but avoidable problem of road accidents.

Thanking you

Yours faithfully

Karan Garg