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Class- xii
Subject- english(writing)
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Letters to the editor of a newspaper or magazine forms an important part of the paper. It voices the opinion of the people and provides them a platform to express their agreement, disagreement or reaction to the news and views contained in the newspaper. These letters raise issues of social, political and economic interest and generally centre round public reaction. Sometimes a reader expresses personal clarification or issues denial. In short, 'Letters to Editor' provide a forum to the readers to express their strong feelings and reactions to local, national and international issues.

Let us discuss the Letter to Editor Format.

The format of a letter to the editor of a Newspaper is as follows -

1. Sender's address: The address and contact details of the sender are written here. Include an email and phone number, if required or if mentioned in the question.
2. Date: The date is written below the sender's address after Leaving one space or line.
3. Receiving Editor's address: The address of the recipient of the mail i.e. the editor is written here.
4. Subject of the letter: The main purpose of the letter forms the subject. It must be written in one line. It must convey the matter for which the letter is written.
5. Salutation (Sir / Respected sir / Madam)
6. Body: The matter of the letter is written here. It is divided into 3 paragraphs as follows -
Paragraph 1: Introduce yourself and the purpose of writing the letter in brief.
Paragraph 2: Give detail of the matter. You can also write down the suggestions if you have any regarding the matter.
Paragraph 3: Conclude by mentioning what you expect from the editor. (For example, you may want him to highlight the issue in his newspaper/magazine).
7. Complimentary Closing
8. Sender's name, signature, and designation(if any)

Example -

Letter to Editor Example 2. Gandhinagar is a thickly populated locality inhabited mainly by working-class people. Unfortunately, there is no Amul milk booth in the locality. Write a letter in 100 - 120 words to the editor of a local daily drawing the attention of the authorities to the problem faced by the people, requesting them to open a milk booth. You are Sham / Shobha, 4, Gandhinagar, Mumbai.

Answer-

Shobha kumari
4, Gandhinagar
Mumbai.

Dated: 15th March 2021

The Editor
Hindustan News
Mumbai.

Subject: Absence of Amul milk booth in Gandhinagar
Respected Sir / Madam

I am Shobha, a resident of Gandhinagar. I am writing to you in order to raise the issue of the absence of an Amul milk booth in my locality.

Gandhinagar has a huge population that comprises daily wagers. Still, the area does not have an Amul milk booth. The residents face many problems as they have to walk upto 10 kilometers every morning to get their daily stock of milk and milk products. This has also led to black marketing. The people of the area are getting harassed.

As the situation is serious, I request you to highlight it through your newspaper so that the Amul authorities are sensitized towards it and do the needful.

Thanking You
Yours sincerely
Shobha kumari.

Special tips-

Core introductory/beginning lines to start the formal letter -

- I am writing to you in order to highlight.
- Through the coloumn of your esteemed newspaper./ Through the medium of columns of your esteemed newspaper.
- I am writing this letter in order to draw the attention.

So, please put the framework in mind and then start writing.

Always end the letter on a very positive on.

Core ending/ closing lines to conclude the letter-

- I request you to highlight the issue.
- I hope this issue will be brought into light.
- I expect my letter to find the suitable space in your newspaper.