

Sample Letter- Bank PO Exams 2018

The following letter samples will guide you on how to maintain the flow of information in a letter and the format to be followed for different types of letters.

- Informal Letter-

Question 1: Write an Informal Letter to your mother in about 300 words telling her of your achievements in college.

Room No. 20

Girls Hostel No. 5

Panjab University

Chandigarh

A-607, Hillcrest,

Andheri,

Mumbai-400008.

22nd July 2015.

Dear mother,

I hope this letter finds you in the best of your health and spirits. I am writing this letter to you to tell you about my achievements at the college this year.

This year has been one of the most eventful years of my life. In the first month of college itself, I was elected as the class representative for the year. My classmates and teachers believed that my responsible and humble demeanour made me the perfect choice for this position. This was just the beginning. Once college began full swing, I became as busy as a bee.

My next successful endeavour was being a part of the organising committee of Mumbai's largest college festival – Unnati. I participated in the organisation of this event in the capacity of the President of the entire organising team. Managing a multitude of people and ensuring that all that was planned was executed effectively almost took a toll on my physical and mental health. However, the satisfaction of its fruition was unparalleled. Besides this, I took part in a variety of conferences to realise my public speaking potential. Being awarded the 'Best Speaker' at several of these symposiums instilled a huge load of confidence in me. Academically, too, I have been working hard and I managed to achieve a position among the top three ranks in each semester. I do not think that this would be possible without the constant support of my teachers and friends who helped me cover up the classes I missed so often.

After such a tiring but fulfilling college year, I will be coming home over the summer break. I have been missing Papa, you and Vedika a lot and hope to see you soon!

Yours lovingly,

Sanaya.

- Question 2: Write a Formal Letter to your Municipal Corporation in about 300 words complaining about the state of roads in your area and the lack of street lights there.

B-515, Royal Ensign,

Sector-64,

Ashok Vihar, New Delhi-110052

To,

Mr K. K. Dahiya

Director (Personnel) – South Delhi Municipal Corporation (SDMC)

Palika Bazar, Connaught Place

New Delhi, Delhi -110056

Subject: poor condition of roads and lack of street lights in ashok vihar

Dear Sir,

I, Ankita Vasudha, am a resident of Ashok Vihar. This letter is to draw the attention of the SDMC to the pathetic condition of roads in Ashok Vihar. The stretch between sector 64 and sector 125 has been in a very poor state since the last 6 months. This stretch, which is one of the busiest roads in New Delhi, also lacks street lighting. The onset of the monsoon has only worsened the situation. There are huge potholes on this road which along with zero maintenance of this stretch leads to huge traffic jams during the peak hours. Needless to say, the damage it causes to the vehicles plying on this road is costing the citizens heavily. Almost every other day, a vehicle is punctured or dented or it gets stuck. Lack of proper lighting only adds to the misery of the people. The number of accidents occurring here has also gone up significantly.

Further, it has become very difficult for the pedestrians to walk along this road due to the fact that the vehicles including company buses, cabs and cars tend to avoid the potholes and drive along the sides of the roads, where pedestrians tend to walk because of the lack of proper footpaths.

These conditions have caused a lot of inconvenience to the residents of this area as well as commuters.

Keeping the above in view, I hope that the SDMC will initiate expeditious steps to ensure the repairing of this road with proper lighting.

Thanking you.

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Yours faithfully,

Ankita Vasudha