

SAMPLE LETTERS FOR GENERAL TRAINING IELTS

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I have written these letters after compiling the actual letters which have been put in the IELTS exam over the past few years. Many of these topics have been repeated over the years.

I shall be constantly adding more letters and essays on my IELTS Blog: www.kiransielts.blogspot.com

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S. No.	Letter
1	<p>There will be a traditional celebration in your country and you want to invite your friend from an English-speaking country. Write him/her a letter and</p> <ul style="list-style-type: none"> - invite your friend, - explain what happens at the party, - describe the tradition and why it's important in your country, - say why it is important for your friend to be there.
2	<p>You are about to start social meetings in a particular area where people from different nationalities can take part. Write a letter to the editor of a local newspaper requesting him to publish information about this:-</p> <ul style="list-style-type: none"> - What activities you have planned - When the first meeting takes place and where
3	<p>Write a letter to your English speaking friend who is visiting you soon and asking you what presents your family would like. Write</p> <ul style="list-style-type: none"> - Who your family consists of - What kind of presents each member would like. - How you feel about your friend coming to visit
4	<p>You and your family have just rented an apartment and one or two problems occurred. Write a letter to the landlord. Describe the problems and tell him what you want him to do.</p>
5	<p>Write a letter to a travel agent expressing your dissatisfaction with their facilities due to a problem you had on a holiday.</p>
6	<p>You are attending a part time course in a college. Due to some problem, you cannot continue your course. Write a letter to your teacher</p> <ul style="list-style-type: none"> - Describe the course - Explain the problem - Explain the reason for not continuing - Tell the teacher about your future plans
7	<p>You are not satisfied with the changing rooms in a sports centre that you visit. Write a letter to the manager.</p> <ul style="list-style-type: none"> - What the problem is - How you feel about the problem - What steps you want the manager to take
8	<p>You would like to work overseas, write a letter to an employment agency. Write:-</p> <ul style="list-style-type: none"> - what job you would like to apply - what companies are you looking for - why do you want to work overseas
9	<p>You have heard that your company is organising a language training abroad for a limited number of participants. Write a letter of interest:-</p> <ul style="list-style-type: none"> - state your position in your company - explain why they should include you in the training - explain how your training could benefit you and your company
10	<p>Write a letter to the airport flight manager about missing a business trip due to an accident that happened at the airport. Explain</p> <ul style="list-style-type: none"> - what was the accident - what was the result of missing the flight - what you want them to do

11	<p>Write a letter to a manager whose company is constructing their new office next to your apartment.</p> <ul style="list-style-type: none"> - Introduce yourself - Describe problems you are facing because of this - Suggest solutions
12	<p>You are a football player, but you have to leave the team for a while, write a letter to your team-mate and say:</p> <ul style="list-style-type: none"> - why you have to leave, - how much you love the football team, - when you are coming back.
13	<p>You have planned to study in Australia. You have sent a letter to a college, but you have not received a reply from the college. Write a letter to the college principal. In your letter, -</p> <ul style="list-style-type: none"> - you should give details of the course that you wished to do, - say why do you choose to study at the college, - say why you need the reply soon.
14	<p>Your telephone company made a mistake about sending your bill to a wrong address. Write a letter to the account manager to complain and explain what problems this caused and what you would like them to do</p>
15	<p>Write a letter to local council regarding the plan of replacement of a library with a supermarket, you need to write the following:</p> <ul style="list-style-type: none"> - where do you get this information, - the disadvantages of having a supermarket instead of the library, - - importance of the library
16	<p>Write a letter to your neighbour who is having animals in his/her garden. You and your family members are having problems with the animals</p> <ul style="list-style-type: none"> - introduce yourself - tell the problem - suggest solutions
17	<p>Train service in your area is reduced. Write a letter to your train company</p> <ul style="list-style-type: none"> - explain how it affects you - describe the situation - tell the train company what you would like them to do
18	<p>Write a letter to the principal of a college in which you got accepted and say that you cannot start your course. Please include in your letter:</p> <ul style="list-style-type: none"> - Which course had you applied for - Why cannot you start - Ask about the future courses availability.
19	<p>You live in an English speaking country and you want to do some voluntary work. Write a letter to the local council to let them know the following:</p> <ul style="list-style-type: none"> - why you want to do this voluntary work - what your skills and experience are - what can you do as a volunteer
20	<p>Write a letter to your previous English teacher because you can't go to his/her invitation.</p>
21	<p>Write a letter to a sports club. Tell them you are not satisfied with the service and have already let them know about it. Write</p> <ul style="list-style-type: none"> - what exactly is wrong with their service - what happened after you complained the first time - what you want the club to do after your letter -

22	<p>Write a letter to a friend that you can't collect from the airport, as you have promised, because of some reason. In your letter</p> <ul style="list-style-type: none"> - explain why you can't come, - guide them regarding other options to get to your home, - describe the plans/visits you made to show them around when your friend arrives.
23	<p>You have finished a course. Write a letter to the course organizer to give your feedback. In your letter include: You have finished a course.</p> <ul style="list-style-type: none"> - the details of the course, - what you enjoyed during the course, - any suggestions you would have.
24	<p>Write a letter to your supervisor regarding a course you attended as a part of your job. Write</p> <ul style="list-style-type: none"> - The purpose of your letter - Say how the course was useful to you - What are your suggestions regarding the course
25	<p>You are working in a company. You would like to join a training course related to your work. Write a letter to your employer. In your letter :-</p> <ul style="list-style-type: none"> - describe what course you would like to do - how this course might help in your work - suggest suitable time for you to do this course
26	<p>Write a letter to a friend who invited you to visit them in their country</p> <ul style="list-style-type: none"> - express your appreciation of the invitation - write the date of the visit - write about the things you want to do there
27	<p>Write a letter to one of your classmates and invite him to a class reunion. Write</p> <ul style="list-style-type: none"> - when and where is the party - give some details about what is going to happen at the party - tell him/her what you have been doing recently
28	<p>You recently visited a foreign country and got some information at the Tourist Information Centre. The information given to you was wrong. Write a letter to the centre manager and explain</p> <ul style="list-style-type: none"> - What was the information required? - How was the wrong information provided? - What problems did you have because of this?
29	<p>You have arranged a plan for travel and accommodation for your friends. Write a letter to them and</p> <ul style="list-style-type: none"> - remind them about the plans, - give them the details of accommodation, - suggest what things they should bring to the trip.
30	<p>You are getting married. Write a letter to an English-speaking friend to invite him/her to the wedding. In your letter</p> <ul style="list-style-type: none"> - describe who you are going to marry, - tell what will happen on the wedding day (the schedule), - explain why it's important him/her to be at the wedding.
31	<p>You have received a bag. Write a letter to the owner of the bag. In your letter include</p> <ul style="list-style-type: none"> - where you found the bag - what are the materials in the bag - tell him how he can take the bag from you

32	<p>Write a letter to a cinema manager you have previously been to regarding a problem you had. In your letter mention</p> <ul style="list-style-type: none"> - which the movie was and when you saw it - what the problem was - what the manager should do to rectify the problem
33	<p>You have just arrived in an English speaking country to study a course. Before you left your English teacher invited you to a dinner</p> <ul style="list-style-type: none"> - thank him for the dinner - tell him about your studies - say how this advice helped you
34	<p>Write a letter to your classmate that you have broken your leg</p> <ul style="list-style-type: none"> - thank him for the card and presents you received - explain what you are doing in your free time - how have you been recovering
35	<p>Government plans to construct an airport in your locality. Write a letter to the authority. Explain where you came to know about the news.</p> <ul style="list-style-type: none"> - Describe the negative effects of airport construction - Ask to consider alternate sight for airport construction
36	<p>You have recently done a short term course in an English speaking country and found one of your teachers to be very good. Write a letter to the teacher</p> <ul style="list-style-type: none"> - Thank him/her - Say why you liked his/her lessons - Say what your further planning of study is
37	<p>Write a letter to a friend who is visiting your country for the first time.</p> <ul style="list-style-type: none"> - Tell him the best time of the year to come. - What places they could visit - Invite them to come to your house
38	<p>Your company has sent you to an English speaking country to do a course. You have finished it and got a certificate which unfortunately you have lost. Write a letter to the college principal to issue a duplicate certificate. write</p> <ul style="list-style-type: none"> - An explanation of how you lost that certificate - Tell him why the certificate is important to you - What you want them to do
39	<p>You have arranged a meeting with a business partner. Unfortunately, you have to change the arrangements. Write a letter to your partner</p> <ul style="list-style-type: none"> - Explain the new arrangements - Apologise for the changes - Explain the reasons why the changes were needed
40	<p>Write a letter to a friend and ask him / her to look after your house in your absence, give reasons for your travel and any specific instructions / requests.</p>
41	<p>Write a letter to a park authority about damage being made to the facilities of the park.</p>
42	<p>An English speaking friend is working at your hometown. He/she is planning to visit another town in your home country. Write a letter to him and make suggestions for his / her trip.</p>
43	<p>You have invited your English-speaking friend to a family wedding and reserved a room at the hotel for him/her as you agreed before. You won't be able to meet him/her at the airport. Write a letter to your friend, describing:</p> <ul style="list-style-type: none"> - the reason why you can't meet him/her, - how he/she can get to the hotel from the airport, - the hotel where you made the reservation.

44	<p>You received a letter from your friend informing you that his elderly parents are coming to visit in your area and he is asking for your advice on</p> <ul style="list-style-type: none"> - which places they should visit, - where should they live, - invite them to do something with you.
45	<p>An Australian company offers money to foreign students to study in Australia. Write a letter to the company.</p> <ul style="list-style-type: none"> - Introduce yourself. - Say what you want to study. - How the money will help you.
46	<p>Your friend bought tickets to the theatre for both of you. Write a letter to a friend to tell him that you cannot go to theatre, in your letter</p> <ul style="list-style-type: none"> - Apologize, - Explain the situation, - Tell him what he can do with the extra ticket.
47	<p>A friend had a new born baby, you have picked up a present for the baby and want to visit to give it to him / her. Write a letter to</p> <ul style="list-style-type: none"> - Congratulate your friend. - Tell him why you picked up the mentioned present. - Suggest arrangements for the visit.
48	<p>You are living in an English speaking country and the restaurant near you is making a lot of noise. Write a letter to the restaurant owner.</p> <p>Cover the following:</p> <ul style="list-style-type: none"> - tell restaurant owner to reduce the noise levels. - suggest a solution to fix the problem. - warn that if this problem remains not solved then further action will be taken.
49	<p>You are going to leave your apartment in an English speaking country and your landlord is a very good person, who has assisted you a lot during your stay. Meanwhile, your friend wants to rent the flat after you. Write a letter to your landlord and</p> <ul style="list-style-type: none"> - let your landlord know about your leaving, - thank your landlord for his/her help, - tell him/her about your friend.
50	<p>You are shifting out of your accommodation. You think the place is suitable for your English speaking colleague who is arriving next month. Write a letter to your colleague</p> <ul style="list-style-type: none"> - Explain why you are shifting out. - Describe your accommodation - Why is it suitable for your friend?
51	<p>You work in an international company. Write a letter to the manager to give you some time off, in your letter include the following:</p> <ul style="list-style-type: none"> - The reason why you need the time off, - When you need the time off, - Who should replace you when you are not around.
52	<p>You have an evening class and your teacher gave you an essay to work on for the weekend. However, you were not able to finish the essay. Write a letter saying the following:</p> <ul style="list-style-type: none"> - outline the subject of your essay - what happened why you did not finished it - tell what you will do to finish it.

53	<p>Write a letter to your English-speaking friend telling him/her about a local event that is to take place in your town, which would be useful to her/him. In your letter</p> <ul style="list-style-type: none"> - Mention the event - What are the activities involved - Mention the arrangements you would make for his/her stay
54	<p>A sports club in your area is about to be closed and you oppose to that. Write a letter to the manager and make suggestions why it is important that the club stays open.</p>
55	<p>You have been offered a job overseas that you applied for. Write a letter to your friend who already knows about that job as well</p> <ul style="list-style-type: none"> - tell what kind of job is it - explain why you applied for this job - ask your friend about the country
56	<p>Write a letter to a book shop manager about a book you're looking for, ask him to find the book and send it to you.</p>
57	<p>Write a letter to a college Principal, where you attended one day computer course and are unhappy about the way it was conducted. Explain the type of course, what happened and what can be done that it never happen again</p>
58	<p>Write a letter to neighbour about the garbage problem you have</p> <ul style="list-style-type: none"> - Introduce yourself - Explain the problem - Provide appropriate solution
59	<p>Your friend will be staying at your home, but you can't be there. Write a letter in which you explain:</p> <ul style="list-style-type: none"> - How the keys will get to him/her - How to use the electrical appliances - Recommend some interesting places to visit
60	<p>Imagine you are going to an English speaking country; write to a rental agency,</p> <ul style="list-style-type: none"> - the type of house you want. - its size. - the surroundings.
61	<p>Write a letter to a financial organization that gives money to students who would like to take a part-time course. Mention</p> <ul style="list-style-type: none"> - qualifications and work experience - details about the course - how this course will help you
62	<p>You are unable to attend to your friend's wedding in Britain. In this letter</p> <ul style="list-style-type: none"> - Tell her what you think about her wedding plan - Apologize for not attending - Suggest date for future meeting
63	<p>Writing a letter to a friend asking for help with a short holiday in the area of this friend, asking for information, etc.</p>
64	<p>Write a letter to local newspaper editor, to inform him that article about city/town you know very well which contains some incorrect information</p> <ul style="list-style-type: none"> - write how you know that city - what incorrect information article contains - what they should do about that
65	<p>You are going to do computer course at your local college. Write letter and mention:</p> <ul style="list-style-type: none"> - Why do you want to do this course? - Have you any educational background and computer skills. - Ask some questions about course. -

66	You had applied to city college recently. Now the college has written back saying the course you applied for is full and they have even suggested an alternative course. Write back to them stating why you chose the first course, your views on the suggested second course and your plan of action.
67	Write a letter to your friend whose son will go on holidays to your country. In your letter <ul style="list-style-type: none"> - Invite the son to stay with you - Give some advice about things to do
68	Write a letter of recommendation for a friend who submitted his resume to a tourist office.
69	Write a letter to apply for a part time job in a new international company, you have heard about the position from someone in your neighbourhood.
70	You have just arrived in a foreign country on a business trip. You faced a problem at the airport. Write a letter to the airport manager regarding the problem you had. In your letter <ul style="list-style-type: none"> - identify yourself and state your flight number, - explain what problem you had at the airport, - suggest an improvement that should be made to the airport to prevent the problem.
71	Write a letter to a friend who you have met on an overseas trip in an English speaking country. Ask for him to send you the trips photographs.
72	You saw an ad in the news for a job and you are interested to apply.
73	You were studying in an English speaking country and suddenly needed to go back to your home country leaving your course incomplete. Write a letter to your teacher to <ul style="list-style-type: none"> - Thank him - Explain the reason you left without completing your course - say during your course study what did you like most about this course
74	Write a letter to apply for a position to look after a house in Scotland where the owners are going away. Provide personal details, what qualities you have for this position and ask for information.
75	Write a letter to give feedback to local council on tourist facility condition, suggestion on how to improve the situation and why this is important to the people.
76	Write a letter to the television channel Manager about boring programs during the day time. Tell him about the programs, give suggestions.
77	You have seen an advertisement in the local newspaper about helping to improve the environment. Write a letter to the editor and explain <ul style="list-style-type: none"> - Why you are interested in it - How you can help - When you are available
78	You have a permanent job, and few weeks ago you have started a part-time short course. You are not satisfied with it and want to change this part time course. Write a letter to your professor explaining why you are not satisfied with your present part-time course, and stating which course you would prefer and why.
79	You are a college student in an English speaking country. Write a letter to your friend containing your intention to move to a college accommodation. In your letter <ul style="list-style-type: none"> - introduce yourself - give reasons why you are not happy with your current accommodation, - explain why you think the college accommodation will be better.
80	Write a letter to your English-speaking friend whom you visited recently. In your letter <ul style="list-style-type: none"> - Tell him/her how wonderful the experience you had in his country was - Invite him to visit your country - Tell him what you can do for him during his visit.

81	Write a letter to the local planning committee. A new swimming pool is about to be built in your town, the local planning committee wants all residents to let them know where to place the pool - in the centre of town or just outside the town. Write a letter describing the importance of the pool, the location you prefer and why, explain why the other location isn't suitable.
82	Write a complaint to a manager of furniture company regarding the purchase you made and the problems you had when delivery arrived. You should describe: - Things that you bought, - The broken items in the furniture, - What do you want the manager to do.
83	You want to volunteer to help the old people of your community. An organization in your area works for the benefit of old people. Write a letter to the in-charge of that organization explaining - Why do you want to help - How can you help them - When will you be available
84	Write a letter to your friend who asked you to give some suggestion to his son who is coming to your country. Tell him which city he should go to, how he can get a job, and how he can make friends.
85	As an overseas employee, write a resignation letter to your employer due to an emergency at home. Points to be covered: the reason for leaving, date of departure, and things that you loved about your job.
86	Write a letter to the manager of the hotel where you stayed. Write about a member of staff who helped you solve a problem. In your letter - introduce yourself, - explain the situation, what was the problem and who fixed it, - offer to reward the person in a certain way.
87	Write a letter to a local NGO (charity organization) and ask how you can join that organization.
88	You organized for a relative a 90th birthday party in a hotel, many elderly guests attended this party which is of great success. Write a letter to thank the hotel manager. In your letter: - Give the details of the party - The reason why the party was so successful - Mention a staff who helped you a lot
89	Inform bank manager in a letter about the fact that you cannot go to an agreed meeting. You should cover the following: - inform and apologize - describe the reason for your absence - propose new time
90	You heard that there is a group of people doing unpaid work helping old people in the local community. Write a letter to the group. In your letter, you should : Tell how you heard about the group Confirm the importance of their work Give details of what you can do to help?
91	You lost something and someone found it and sent it to you. Writing a letter to that person - Thanking the person - Explain how you must have lost it - Explain what was there in it and why it was important to you

92	Write a letter to a English-speaking friend. Thank him/her for the vacation spent there and for their help with your injury. Tell them about your trip back, and the effects of this injury.
93	You are about to move to an English-speaking country to study. You have a friend living there and you want to find a part-time job. Write a letter to your friend - Explaining your scholar plans, - Your reasons to get a part-time job, - Suggest how he/she can help you finding a job.
94	An international company is offering a temporary job for work experience, write a letter to apply for that job. You need to explain -where did you find this information -why you want to apply this job -what qualification you have -what position you want to apply
95	You have rented an apartment and the neighbours are disturbing you. Write a letter to your landlord explaining what the problem is, what did you do to solve the problem and what action you want the owner to take.
96	You have recently left something in a train, write a letter to the manager of the Lost and Found department and specify: - when you lost it, - describe the object you have left, - tell the manager what you want them to do with it.
97	The letter was on booking a hotel room, number of people, general plan while staying there and any special requirements.
98	Your friend is asking for your advice, she goes to a university and can't decide whether to study music or business management. Write a letter and in it say how you felt when you got the letter, what the good points are for both sides and what your advice is.
99	You have moved to a new place. Write a letter to a friend giving reasons why you moved to that place. Describe that place. Invite your friend to visit you.
100	You are a passenger of an airline company and during the flight you feel extremely unsatisfactory of the service. Please write a Letter of Complaint to the company. In your letter, you should Say how you were ignored Give some suggestions to fix the problem Tell the airlines that further action will be taken if this problem remains unsolved.
101	The local newspaper is holding a "best neighbor in the area" competition. Write a letter to the newspaper to recommend your neighbor for this competition. In your letter, Introduce yourself Say whom you are recommending Explain why this neighbor should be the winner of this competition
102	You are a member of a sports club located in an old building. The manager asked you to suggest some improvements to the building. Write a letter to your manager and say - Why the club is important to you - What improvements should be made in the building and - How these changes would benefits the members
103	You had an appointment to meet someone but you were not able to make it. Explain the reasons why you couldn't be there. Tell him/her how you tried contacting him/her. Request another meeting.

104	<p>Write a letter to local council about the closure of playground and explain</p> <ul style="list-style-type: none"> - why so few children are using the playground - how to increase the number of children using the playground - why this is important
105	<p>Your friend is visiting you for a week. However, the dates that she is visiting you are not suitable for you. Write a letter to her -</p> <ul style="list-style-type: none"> - apologizing - explaining why the dates don't suit you - suggest an alternative plan
106	<p>Write a letter to an editor of a newspaper regarding your concern about construction of multi-storey building in the current park location. In your letter say:</p> <ul style="list-style-type: none"> - How did you come to know about the plan - Why it is important for you - What is your opinion about this plan.
107	<p>You ordered two items through internet and you received two different items. Write a letter to the manager:</p> <ul style="list-style-type: none"> - Explain about what you ordered, - Ask why the two other items were different, - Ask about how would he solve this problem.
108	<p>Write a letter to the head of the department of education to show your appreciation of a course you attended. In you letter</p> <ul style="list-style-type: none"> - explain about the course, - how have the course benefited you in your life/work.
109	<p>You have been invited by your colleague to his farewell party. You are not able to attend the party, write a letter to the friend</p> <ul style="list-style-type: none"> - explain the situation, - say why you are not attending, - say something about the period you have worked together and his/her work.
110	<p>Write a complaint letter to a moving company, let them know that they have damaged some of your furniture, tell them you're not happy about the service and suggest a solution.</p>
111	<p>Write a letter to your professor about your recent internship and future plans after graduation. In your letter</p> <ul style="list-style-type: none"> - Thank him, - Tell about your duties at internship, - Share your plans for after graduation.
112	<p>You are planning to go on a holiday in an English-speaking country where one of your friends resides. Please write him a letter and let him know about the upcoming trip. In your letter:</p> <ul style="list-style-type: none"> - Ask for recommendations for places to visit during your trip. - Ask about accommodations. - Advise on a program that you and your friend can do together once you will meet him.
113	<p>You have bought an airline ticket, but for some reason you will not be able to travel on the day scheduled. Write a letter to the airline company:</p> <ul style="list-style-type: none"> - Providing the details of you flight, - Explaining the situation, reasons why you cannot travel, - Saying what you expect the airline company do to.

114	<p>You recently met a manager from a new company that has just opened in your town. After the meeting, he wrote to you to offer you a job in this new company. However, you want to stay in your present job. Write a letter to the manager. In your letter,</p> <p>Thank him for the offer Explain why you want to stay in the present job Recommend a friend for the job in the new company</p>
115	<p>One of your friends in a foreign country is starting an import-export business, and he has asked you to recommend a product from your country to him. Write a letter to your friend. In your letter,</p> <p>Say what product you want to recommend to him Tell him where he / she can get this product Explain why you want to recommend this product</p>
116	<p>You are working in an English speaking country. Recently, you have learned that a person who lives near your home can offer English lessons. Write a letter to this person. In this letter,</p> <p>Tell him / her how you got to know about the lesson Explain why you are interested in this lesson Say when and where you want to have the lesson</p>

Letter number 1

There will be a traditional celebration in your country and you want to invite your friend from an English-speaking country. Write him/her a letter and

- invite your friend,

- explain what happens at the party,

- describe the tradition and why it's important in your country,

- say why it is important for your friend to be there.

Dear Elaine,

Hope this letter finds you in radiant health and the best of spirits. I am writing this letter to invite you to celebrate our traditional festival Deepawali with us this year. While we were studying together last year, you promised to visit me and believe me, this is the best time of the year to come to India.

Deepawali is our national festival. It falls in the month of October or November. It literally means rows of lights. It is celebrated to commemorate the return of Lord Rama to Ayodhya after fourteen years of exile. This is one festival which all Indians celebrate. A month before Deepawali, we whitewash our homes and buy new clothes to wear on that day. On the day of Deepawali we worship Goddess Lakshmi, the symbol of wealth and also burn crackers. There is lots of fun and frolic.

Ever since I finished my course at Leeds University and came back home, I have talked so much about you to my parents that they are all very eager to see you. Moreover, it will help you in the project you are doing on 'Globalisation and Tradition'. You will see that we Indians have not forgotten our traditional celebrations even if we have become a part of the global village which is influenced by the western culture.

We would be honoured to have you as our guest for your entire stay here. You are welcome to bring your parents along if they can spare the time. I assure you we will make it a memorable holiday for you.

Hoping to see you soon!

Yours lovingly,

Kiran

Letter number 2

You are about to start social meetings in a particular area where people from different nationalities can take part. Write a letter to the editor of a local newspaper requesting him to publish information about this:-

- **What activities you have planned**
- **When the first meeting takes place and where**

Dear Sir,

I am Mohit Sharma, the president of the local Rotract Club. Our club is organising seminars in which delegates from different nationalities will be taking part. We would be very thankful if you would give adequate space about our activities in the columns of your esteemed daily so that we get the maximum participation and support of local people.

We shall be touching various social issues in our meetings. Besides the cultural exchange, which shall automatically be there, we shall be touching issues like environmental pollution, drug trafficking, child abuse, female foeticide and so on. We have also planned a career counselling camp which shall run for a whole week.

The first meeting is on 10th June 2011; the venue is Club Cabana and the theme is 'Global Culture versus Traditional Culture'. We would look forward to your presence in this meeting.

All the club members are working whole heartedly for these meetings. It is a matter of great pride for a small town like ours to organise such world class events. Through the power of your pen, you can help us in spreading a word about our activities.

Thanking you in anticipation.

Yours faithfully,
Mohit Sharma.

Letter number 3

Write a letter to your English speaking friend who is visiting you soon and asking you what presents your family would like. Write

- **Who your family consists of**
- **What kind of presents each member would like.**
- **How you feel about your friend coming to visit**

Dear Hannah,

It was a very pleasant surprise to hear from you after such a long time. My joy knew no bounds when I read that you are coming to visit me.

My parents and my younger sister too are very excited about your visit. It is very generous of you to ask what they would like as a present from you. Believe me Hannah, your presence here would be the biggest gift for them. As far as material things are concerned, nowadays everything is available in India. So, please don't bother yourself for this.

It would be great if you send me your detailed itinerary so that I can plan the best for your holiday. You know, India has a rich historical background and I would like you to visit as much as possible. There is the Taj Mahal at Agra which is a must-see. Then the Golden Temple at Amritsar, the temples of South India, the beaches of Goa and the back-waters of Kerala are all awaiting you. Fortunately, there is a summer break going on in my college, so I shall be completely at your disposal. I am really excited about your visit. We shall have a great holiday together and also revive some of the nostalgic memories of the great time we had four years ago when we were both studying at Leeds University.

Waiting eagerly for you!

Yours lovingly,
Kiran

Letter number 4

You and your family have just rented an apartment and one or two problems occurred. Write a letter to the landlord. Describe the problems and tell him what you want him to do.

Dear Mr. James,

I am your new tenant from apartment number 341, Harrison Street. I moved in with my family one week ago. I am writing this letter to appraise you with some problems that we are facing in the apartment.

The taps in the bathrooms are leaking because of which my two year old daughter has slipped twice. The shower is also not working properly. The lock of the main door is also not aligned properly. We have to push the door hard to lock it.

All these problems need immediate action. As you have rented out so many apartments, you must be having a tie-up with some plumber and carpenter. You may call them directly or give me their contact numbers so that I can call them at the earliest. As you know I have signed a lease of one year with you and the rent is also on the higher side because you have included the maintenance charges in that.

Hoping for a prompt action from your side!

Yours sincerely,
Kiran

Letter number 5

Write a letter to a travel agent expressing your dissatisfaction with their facilities due to a problem you had on a holiday.

Dear Sir,

I am writing to complain about the 'Star Cruise' I recently went on with your company. I travelled on Victoria 203 from 3rd to 17th April and I was shocked by the standard of food and accommodation offered on the cruise.

To begin with, I was disgusted by the size and condition of the cabin. It was very small and dirty unlike the 'large deluxe cabin' that your advertisement promises.

What is more, there was no private bathroom in the cabin. I was appalled to find that I had to share a bathroom with several other passengers, in spite of the fact that I specifically requested a private bathroom when I booked the trip.

To make matters worse, the food on board was very unsatisfactory. Although your advertisement promises a five star restaurant with gourmet food, the food was in fact of a very poor standard.

I feel, I am entitled to a full refund for the cost of the cruise and a written apology for the misinformation contained in your advertisement. I hope to hear from you regarding this matter as soon as possible.

Yours faithfully,
XYZ

Letter number 6

You are attending a part time course in a college. Due to some problem, you cannot continue your course. Write a letter to your teacher

- **Describe the course**
- **Explain the problem**
- **Explain the reason for not continuing**
- **Tell the teacher about your future plans**

Dear Professor James,

I am writing to express my inability to continue with the part time course “Introduction to Gerontology’, which I am doing in the evening batch in Khalsa College.

The reason for discontinuing the course is that my mother is not keeping very good health lately. She has recurrent attacks of asthma and cannot be left alone in such a situation. She is a known case of asthma but this time the attacks are more severe because of super added viral infection.

The course in Gerontology involves caring for the elderly. Today, we belong to an ageing society and we are part of a greying population. I would be better placed in today’s job market after doing this course. So, I would definitely like to continue this course in the next intake which is in August.

Sir, I would be very grateful if you could get me a tuition refund so that I can apply for the next batch. I am very sorry for the inconvenience caused by this change of plan.

Thank you for your kind attention to these requests. If you have any questions, please feel free to contact me at 9888195776.

I look forward to hearing from you soon.

Sincerely yours,
XYZ

Letter number 7

You are not satisfied with the changing rooms in a sports centre that you visit. Write a letter to the manager.

- **What the problem is**
- **How you feel about the problem**
- **What steps you want the manager to take**

Dear Sir,

I am a life member of your sports centre. I am writing this letter to complain about the problems all members are encountering in the changing rooms.

The bolts on the doors and windows are all broken as a result of which anyone can budge into the room while we are changing. To add to it, the curtains are so dirty that they smell. The urinals attached to the changing rooms also stink. The dust bins are also very dirty.

On behalf of all the members, I request you to look into the matter urgently. We all feel very disgusted at the services we are receiving. We have all paid a very heavy membership fees and we feel that we deserve the best.

I would suggest you to call in a plumber and a carpenter to rectify the sanitary and wooden fittings. The curtains need to be changed. Last but not least, I would urge you to make regular inspections of the changing rooms so that the staff, in charge of the mopping and cleaning, do their work properly.

Hoping for a prompt action from you regarding this matter!

Yours faithfully,
XYZ.

Letter number 8

You would like to work overseas, write a letter to an employment agency. Write:-

- **what job you would like to apply**
- **what companies are you looking for**
- **why do you want to work overseas**

Dear Sir,

I am writing with reference to your advertisement in the local 'Employment News' magazine for want of various categories of workers in New Zealand. I consider that my credentials match the category of certified nursing assistants and I want to apply for the same. I am enclosing my CV for this job.

Presently, I am deputed as a nurse at Regional Hospital. I have been working here for the last two years. During these years I have equipped myself with all the nursing functions, which include taking and recording temperature, blood pressure, pulse and respiratory rates along with cleaning, sterilising and preparing treatment trays. Strong communication skills and reacting actively to emergency situations has made me an organised nursing assistant.

Although I am enjoying my present job, I am looking for new opportunities in the developed world. I am sure that working in New Zealand would broaden my horizons even further, and on coming back, I would be able to serve my people even further.

If you have any questions please feel free to contact me at 9888195776. I look forward to hearing from you soon.

Yours faithfully,
XYZ

Letter number 9

You have heard that your company is organising a language training abroad for a limited number of participants. Write a letter of interest:-

- **state your position in your company**
- **explain why they should include you in the training**
- **explain how your training could benefit you and your company**

Dear Sir,

I am writing this letter to request you to consider my name for the German language training course that you are organising in Berlin.

I have been working as a deputy manager in the Human Resources Department of your company for the last three years. I am in charge of 500 workers working in the company. More than 30% of the workforce is from other countries out of which 20% is from Germany alone. So, you can well understand why it is imperative for me to attend this course.

This course would benefit me a lot. I would be able to interact with the 100 or so employees from Germany. The communication gap with them has led to misunderstandings and this has in turn hampered their work efficiency. After doing this course I would prove an asset to the company.

Doing this course in Germany would also help me in understanding their culture and way of life. We could provide our German employees a better work atmosphere. This would raise the productivity of the company as a whole.

Hoping for a favourable response from you in this matter!

Thanking you!

Yours faithfully,
XYZ

Letter number 10

Write a letter to the airport flight manager about missing a business trip due to an accident that happened at the airport. Explain

- **what was the accident**
- **what was the result of missing the flight**
- **what you want them to do**

Dear Sir,

I am writing this letter to inform you about a business trip that I could not go on flight number BA143, because of an accident that occurred at the airport, last Tuesday.

Last Tuesday, 2nd July, I had to board the flight BA143 at 11pm. I reached the airport well in time because I had not checked in online. As I was walking from the parking to the entry door, my foot tripped and I fell sideways. I tried to get up but I could not stand. I realised I had sprained my ankle. Some helpful persons who were there, helped me get up and took me to the pharmacy for some first aid. I got a crepe bandage and some anti-inflammatory pills. I then went inside to wait in the waiting lounge. My foot started swelling and I decided to cancel my trip.

I had a business meeting in Ilford London. It was a very important meeting. However, when I called and told them about my predicament, they were kind enough to postpone the meeting for one week.

Sir, would you be kind enough to accommodate me on the next Tuesday BA143 flight at 11 pm and also give me some concession on the ticket. I am also a member of your frequent flyer programme. I would be very grateful to you for this kind gesture.

Hoping to hear from you soon!

Yours faithfully,
XYZ.

Letter number 11

Write a letter to a manager whose company is constructing their new office next to your apartment.

- **Introduce yourself**
- **Describe problems you are facing because of this**
- **Suggest solutions**

Dear Sir,

I am Nirmal Singh, a resident of Hargobind Nagar Phagwara. Your company is constructing its new office right next to my apartment. I am writing this letter to complain about the problems I am facing because of the construction work.

The main problem I am facing is that the construction workers dump the bricks and cement in front of my house because of which I find it difficult to park my car and scooter. Secondly, they spill so much water during their work that the whole area has become slippery. I have elderly parents at home who find it difficult to go anywhere because of the fear of slipping. Finally, the workers play very loud music on their radios the whole day long which is very disturbing.

It would be very kind of you if you look into the matter urgently. The bricks and cement could be dumped into the vacant plot on the back side of the building. The masons should be guided to use the water with the help of pipes so that there is less spillage. Finally, if they have to listen to music while working then at least there should be some check on the volume of the music.

Hoping from a prompt action from you regarding this matter!

Yours faithfully,

Nirmal Singh.

Letter number 12

You are a football player, but you have to leave the team for a while, write a letter to your team-mate and say:

- **why you have to leave,**
- **how much you love the football team,**
- **when you are coming back.**

Dear Anil,

Hope this letter finds you in radiant health and the best of spirits. I am writing this letter to inform you that I shall not be able to play for our team for some time as my grandfather has suffered a stroke and so I am going home to look after him.

You know how much I love football and our team. Playing football is a passion for me and the best time of my life is when I am on the football ground. However, one has to set priorities in life and my family comes before anything else. My grandfather is the most important person in my life. He has always been my friend, philosopher and guide. He is the one who motivated me to play football. What I am today is because of him. Now he has suffered a stroke and his left side is paralysed. He needs good care and a lot of physiotherapy which I can provide better than anyone else.

I shall be back as soon as my grandfather is fit and able to walk on his own. It may take a few weeks to few months but I am sure I shall be able to get him on his feet very soon. Hoping to see you all very soon!

Yours truly,
Mohit.

Letter number 13

You have planned to study in Australia. You have sent a letter to a college, but you have not received a reply from the college. Write a letter to the college principal. In your letter,
- you should give details of the course that you wished to do,
- say why do you choose to study at the college,
- say why you need the reply soon.

Dear Sir/Madam,

I am writing this letter to enquire about the 'Diploma in International Cookery' that your college is offering. I wrote earlier also but did not get any reply.

I wish to do the 'Diploma in International Cookery' in your college. This is a very interesting course and after doing the course I would have a very bright future in this field. Chefs are earning telephone figure salaries nowadays. I would like to know when the next intake of the course is, so that I can apply in time and I would also like to know the fee structure. I would also like to know if there are any pre-requisites for doing this course.

I have chosen your college to study because elsewhere, this course is of two years duration but in your college it is of 15 months duration. Moreover, I have heard that you have got very good faculty and infrastructure. Campus placement rate of your college is also the best. So, for all the above reasons, your college is my first choice for doing this course.

It would be very kind of you if you could reply soon so that I can make alternative arrangement for my future study if I cannot get admission in your college.

Hoping for a prompt reply from your side!

Yours faithfully,

XYZ

Letter number 14

Your telephone company made a mistake about sending your bill to a wrong address. Write a letter to the account manager to complain and explain what problems this caused and what you would like them to do

Dear Sir,

I am writing this letter to complain about the problems I had to face because your company sent my bill to the wrong address.

Every month, I receive my telephone bill in the first week, but last month I did not receive my bill. After about 10 days, a person from the neighbouring block gave me the bill saying that it had been wrongly delivered at his address. My address is 341, Eastwood Avenue and his address is 341, Westwood Avenue. The next day, I went to pay the bill and I was charged Rs.500/- as fine for being late. I argued a lot but they did not listen and I had to pay the fine.

Sir, I request you to refund the amount that I had to pay as fine or adjust it in the next bill because it was not my fault that I was late. If you need any more information from me regarding this matter, please feel free to contact me at 9888195776.

Hoping for a positive response from you regarding this matter!

Yours faithfully,
XYZ

Letter number 15

Write a letter to local council regarding the plan of replacement of a library with a supermarket, you need to write the following:

- where did you get this information,**
- the disadvantages of having a supermarket instead of the library,**
- importance of the library**

Dear Sir,

I am writing this letter to express my concern about the plan of replacement of a library in Model Town with a supermarket. I got this information from a local newspaper of our area.

My name is Indroop Singh and I am a resident of Model Town, Phagwara. The library in our area is a big asset for the people. This library has been here for the past 50 years now and has benefited not only the people of our locality but also the people of the neighbouring areas. The elderly people of our community sit there for hours enjoying the latest newspapers and magazines and the children often go there to find matter for their school assignments.

Our area is already very congested. A supermarket here would bring even more congestion. As it is, there are already many supermarkets in our town and people do not need another one. So, I urge you to please reconsider your plan and drop the idea of a supermarket. People need the library more than anything else.

Hoping for a prompt consideration of this urgent request!

Yours faithfully,
XYZ

Letter number 16

Write a letter to your neighbour who is having animals in his/her garden. You and your family members are having problems with the animals

- **introduce yourself**
- **tell the problem**
- **suggest solutions**

Dear Sir,

I am Madan, your next-door neighbour. I am writing this letter to complain about the problems me and my family are facing because of your pets.

I recently moved into your neighbourhood with my family. There are five members in my family. My parents, my wife and my son aged 17. My son has to appear for his medical entrance examination this year. It is his usual habit to study during the night. Your two Pomeranians and the German shepherd keep barking all night long. He can neither study nor sleep because of them. During the day time also, these pets are creating a lot of nuisance. Only yesterday, one of them ran into our garden and my mother had to run inside to save herself.

It would be very kind of you if you take some steps to handle this problem. One solution would be to keep them separate in the night. The three of them together create a lot of noise. Secondly, you should keep them leashed in the daytime. Finally, I would urge you to keep their immunisation up-to-date so that in case they bite someone, that person should not have to go for the anti rabies vaccine.

Hoping for a prompt consideration of this urgent request!

Yours faithfully,
XYZ.

Letter number 17**Train service in your area is reduced. Write a letter to your train company**

- **explain how it affects you**
- **describe the situation**
- **tell the train company what you would like them to do**

Dear Sir,

I am Mridul Ghaie from Phagwara, Punjab. I am writing this letter to appraise you with the problems caused by the reduction in the train service in my area.

Phagwara is a small town between Ludhiana and Jalandhar. Many people daily commute to Ludhiana, Jalandhar and Amritsar for their work. I am one of them. The company I work for is based at Ludhiana. The timings of Golden Temple express and Shalimar Express suited all commuters to the three places. But recently, the stoppages of both these trains in Phagwara have been cancelled. This has created a lot of problems for all the daily commuters. Although the bus service to these areas is very frequent but it can never match the convenience and the comfort of the train service.

It is my humble request to please re-start the train service to this area. Many people are suffering because of this. The time of the stoppage of the trains could however be reduced from 10 minutes to two minutes. That would be enough for the people to board and disembark from the trains.

Hoping for a prompt consideration of this urgent request!

Yours faithfully,
Mridul Ghaie.

Letter number 18

Write a letter to the principal of a college in which you got accepted and say that you cannot start your course. Please include in your letter:

- Which course had you applied for**
- Why cannot you start**
- Ask about the future courses availability.**

Dear Sir/Madam,

I am writing this letter to inform you that I shall be unable to join the 'Diploma in International Business programme' in which I got accepted in your college.

Unfortunately, I met with an accident and have been advised complete bed rest for three months by my doctor. Last week I went to visit my relatives in Ambala City and as I was disembarking from the bus, the driver started the bus and I fell sideways on the road. I suffered from a fracture of my thigh bone for which I got operated and my doctor says that if I take complete bed rest then I shall be up and about very soon. Otherwise such fractures can be very irksome.

I would like to enquire when the next intake for this course is because I would really want to do this course in your college as it is the best recognised for this course. It would be very kind of you if you could adjust my fee for the next session which I shall join.

Thank you very much for your attention to this request!

Yours faithfully,
XYZ

Letter number 19

You live in an English speaking country and you want to do some voluntary work. Write a letter to the local council to let them know the following:

- **why you want to do this voluntary work**
- **what your skills and experience are**
- **what can you do as a volunteer**

Dear Sir,

My name is Amit Gaba and I am working with Bayer Pharmaceuticals. I am here on a HWM (Holiday Work Maker) visa for two years. I am writing this letter to enquire whether it would be possible to offer my voluntary services for any kind of work in the evenings and on weekends.

I have come to this country alone and after my work hours, I have a lot of free time which I would like to utilise productively. I have done a certificate course in Gerontology and I have noticed that there is an Old Age Home in this locality. The main problem of the elderly is social isolation and by spending time with them, I could help them a lot. As it is, we belong to a greying society and the population of the elderly is growing by leaps and bounds. So, I feel there would be a lot for voluntary workers in this field. It would also be a win-win situation for me because I would also get to know a lot about the local culture and tradition.

Sir, I would be highly grateful if you give me the opportunity to work in this field in the evening hours and on weekends so that I have a lot of pleasant memories to take back with me when I go back to my home country after two years.

Please feel free to call me for any further information. My contact number is 9888195776.

Yours faithfully,
Amit Gaba

Letter number 20**Write a letter to your previous English teacher because you can't go to his/her invitation.**

Dear Sir,

Thank you so much for inviting me to a dinner at your home this Thursday. Unfortunately, I would not be able to make it because I am leaving for Australia on Thursday morning.

You have not just been my English teacher but also my friend, philosopher and guide throughout my school days. It was you who motivated me to go abroad for my higher studies and it was because of your guidance that I cleared my IELTS with such good bands that I got into one of the best colleges of Australia. It is also very kind of you to invite me for dinner and it is my loss that I cannot come. Actually, my ticket has been already booked. My flight is leaving on Thursday night and I have to leave from here for Delhi that morning.

Sir, I take this opportunity to thank you once again for all you have done for me and I shall keep in touch with you after going there through e-mail. My e-mail ID is kiran@yahoo.com.

Yours faithfully,
XYZ

Letter number 21

Write a letter to a sports club. Tell them you are not satisfied with the service and have already let them know about it. Write

- **what exactly is wrong with their service**
- **what happened after you complained the first time**
- **what you want the club to do after your letter**

Dear sir,

I am a life member of your sports centre. I am writing for the second time to complain about the sub-standard quality of services provided by your club.

The changing rooms are in a very bad shape. The bolts on the doors and windows are all broken as a result of which anyone can budge into the room while we are changing. To add to it, the curtains are so dirty that they smell. The urinals attached to the changing rooms also stink. The dust bins are also very dirty.

My first complaint has fallen on deaf ears. On behalf of all the members, I request you to look into the matter urgently. We all feel very disgusted at the services we are receiving. We have all paid a very heavy membership fees and we feel that we deserve the best.

I would suggest you to call in a plumber and a carpenter to rectify the sanitary and wooden fittings. The curtains need to be changed. Last but not least, I would urge you to make regular inspections of the changing rooms so that the staff members, who are in charge of the mopping and cleaning, do their work properly.

Hoping for a prompt action from you regarding this matter!

Yours faithfully,
XYZ.

Letter number 22

Write a letter to a friend that you can't collect from the airport, as you have promised, because of some reason. In your letter

- explain why you can't come,

- guide them regarding other options to get to your home,

- describe the plans you made to show them around when your friend arrives.

Dear Sarah,

I am anxiously awaiting your arrival on Friday morning. Unfortunately, because of unforeseen circumstances, I would not be able to come to pick you up at the airport as already planned.

An unexpected business meeting has come up which I cannot avoid, so I am suggesting you other means of reaching my house. One way would be to hire a cab from just outside the airport. That would be the most convenient option if you have a lot of luggage. However, if you are travelling light then I suggest you take the local bus from the airport. That would be very economical. I am very sorry for this turn of events.

I have planned a lot of things for you when you are here. There are a lot of historical places which you must see. The Golden Temple at Amritsar and the Taj Mahal at Agra are on top of the list. Then, there are two museums and a lot of shopping centres where you can shop for souvenirs to take back home. Luckily, a wedding in the family is also there in these days which will give you a taste of our rich cultural heritage.

Hoping to see you soon!

Yours lovingly,

XYZ

Letter number 23

You have finished a course. Write a letter to the course organizer to give your feedback. In your letter include: You have finished a course.

- the details of the course,**
- what you enjoyed during the course,**
- any suggestions you would have.**

Dear Sir,

My name is Raghav Ghaie. I have recently finished a certificate course in 'Computer Hardware and Maintenance' from your institute. I am writing this letter to appraise you with my experiences during the course.

The course I attended was of six months duration. I must appreciate the faculty who taught us each and every thing in a very nice manner. What I enjoyed most was the hands-on practical training that they gave. I feel so confident after doing the course that I am thinking of opening my own computer repair centre in the near future.

However, I must suggest that some latest models of computers be provided there. The computers which are presently there are outdated now. Technology is developing by leaps and bounds and therefore the computers have to be updated regularly. If this suggestion is given due consideration then definitely the course would be the best.

I pen down by thanking you once again for the wonderful experience I had while doing this course at your institute.

Yours faithfully,
Kiran

Letter number 24**Write a letter to your supervisor regarding a course you attended as a part of your job.****Write**

- **The purpose of your letter**
- **Say how the course was useful to you**
- **What are your suggestions regarding the course**

Dear Sir,

I am writing this letter to appraise you with a course that I attended as part of my work. I am working as a Junior Sales executive in Mankoo IT Solutions. The course I did was a six month Certificate in Computer Hardware.

Our company basically deals with software development. We develop software for our clients and then as part of our after-sale service, we help them use the software effectively. In doing so, sometimes we face hardware problems such as those with the RAM or hard disk. That is what prompted me to do this course. Ever since I have done the course, I feel more confident and I have been able to serve our clients even better.

Sir, I would like to suggest that you make this course mandatory for all workers. It should also be provided within the office premises after the office hours for those who have to do it. In the long run it would benefit the company a lot.

Hoping this feedback helps in raising the company to new heights.

Yours faithfully,
XYZ

Letter number 25

You are working in a company. You would like to join a training course related to your work. Write a letter to your employer.

In your letter :-

- **describe what course you would like to do**
- **how this course might help in your work**
- **suggest suitable time for you to do this course**

Dear Sir,

I am writing this letter to request you to send me for a course that I would like to attend as part of my work. I am working as a Junior Sales executive in Mankoo IT Solutions. The course I would like to do is a six month Certificate in Computer Hardware.

Our company basically deals with software development. We develop software for our clients and then as part of our after-sale service, we help them use the software effectively. In doing so, sometimes we face hardware problems such as those with the RAM or hard disk. That is why I would like to do this course. After doing the course I would feel more confident and I will be able to serve our clients even better.

Sir, I would like to suggest that you provide the training for the course within the office premises after the office hours. That way, I would not have to take a leave of six months. In the long run it would benefit the company a lot.

Hoping for a prompt action from you regarding this matter!

Yours faithfully,
XYZ.

Letter number 26**Write a letter to a friend who invited you to visit them in their country**

- **express your appreciation of the invitation**
- **write the date of the visit**
- **write about the things you want to do there**

Dear Elaine,

Hope this letter finds you in radiant health and the best of spirits. I also take this opportunity to thank you for inviting me to visit you in your country. This would be a golden chance for me to see USA and also revive some of the nostalgic memories of the time we spent together in Amity College here, in India.

I would like to come in the month of July as it would be very pleasant at that time of the year. I remember, you used to tell me that the cold of winters in New York is unbearable. Moreover, I have a one month vacation in the month of July and therefore I would not have to take any leave from office.

I would like to see the Niagara Falls, the Empire State Building, the Amish Village, Hershey's Chocolate Factory, the Casinos of Atlantic City, the Times Square and many more places in and near New York during that time. I would also like to see the Harvard University at Boston.

Do convey my regards to your parents and please let me know what you would like me to bring for you from here.

Yours lovingly,
XYZ

Letter number 27**Write a letter to one of your classmates and invite him to a class reunion. Write**

- **when and where is the party**
- **give some details about what is going to happen at the party**
- **tell him/her what you have been doing recently**

Dear Vibha,

Hope this letter finds you in radiant health and the best of spirits. It has been a long time since we met and so just to catch up with everyone I am organising this reunion of the class of 1999.

It has been 12 years since we all passed out of high school. Then everyone chose different careers and got busy in higher education. Some are doctors, some chose engineering and some got into business. Out of all our class I am the only one in our home town. Therefore, I decided to organise this get-together. The party is on 12th March at Club Cabbana, Phagwara. I hope you can make it to the reunion.

We shall have lots of fun and frolic. At the same time we shall be reviving the nostalgic memories of our school days. I have also arranged a gourmet dinner and a DJ so that we can all dance to the beat of music. I have invited all of our class fellows. It was really tough to get the addresses of all of them.

After doing my MBA, I joined my father in our family business. My father runs his own business of building materials. I am the only son, so he wanted me to join him. I have been able to add new heights to our business because of my MBA.

Looking forward to seeing you on the 12th of March!

Yours lovingly,
XYZ

Letter number 28

You recently visited a foreign country and got some information at the Tourist Information Centre. The information given to you was wrong. Write a letter to the centre manager and explain

- What was the information required?**
- How was the wrong information provided?**
- What problems did you have because of this?**

Dear Sir,

I am writing this letter to complain about the problems I faced because of the wrong information that was provided at your Tourist Information Centre. My name is Jatinder Singh Gulati and I was on a ten day trip to New York fro 10th to 17th April 2010.

I reached New York on 10th April with my family and I wanted to know all the sightseeing available in New York. Your people told me about all the places such as the Statue of Liberty, the Empire State Building and a museum. I asked them specifically if there were any special timings or days to visit these places, but I was told that everything was available every single day and there were no special timings. I also asked them about some economical places to stay and they told me that Dave's Inn was the cheapest and best.

I stayed with my family at Dave's Inn and we chalked out our plan of visiting all these places. When we went to see the museum on Saturday, the 16th of April, we were told that the museum is closed on Saturdays. The next day was our return, so we could not see the museum at all. We also came to know from other sources that there are economical lodges which include breakfast and at half the price of Dave's Inn. It was not right on the part of your people to guide tourists in such way just for some commission they get from Dave's Inn. I spent double the amount and I also could not see the museum which I really wanted to see.

Please look into the matter and firmly reprimand your staff against doing such malpractices so that other tourists are not misguided in the future.

Yours faithfully,
Jatinder Singh

Letter number 29

You have arranged a plan for travel and accommodation for your friends. Write a letter to them and

- remind them about the plans,**
- give them the details of accommodation,**
- suggest what things they should bring to the trip.**

Dear Harish and Madan,

Hope this letter finds you in radiant health and the best of spirits. I am writing this letter to remind you about our plan of visiting Goa next month.

When we met at the class reunion last month, we talked about visiting Goa in March. I have made all the arrangements. I have booked our train tickets from Delhi. I have also booked hotel Delmon in Panaji for the entire period. It is a very nice hotel and is very near the Calangute beach.

We shall be visiting the various beaches in Goa and also the churches. There is also a two hours cruise which is very very good as I have heard from my uncle who has been there many times. We shall also be doing various water activities on the beaches. The climate in Goa is very pleasant in the month of March, so you need to bring cool cotton clothes and of course your swimsuits with you.

Looking forward to seeing you at Delhi railway station on the 12th of March!

Yours lovingly,
XYZ.

Letter number 30

You are getting married. Write a letter to an English-speaking friend to invite him/her to the wedding. In your letter

- describe who you are going to marry,**
- tell what will happen on the wedding day (the schedule),**
- explain why it's important him/her to be at the wedding.**

Dear Sarah,

Hope this letter finds you in radiant health and the best of spirits. I am getting married on 5th March 2011 and I am writing this letter to formally invite you to the wedding. You always wanted to attend an Indian wedding and believe me you are going to enjoy all ceremonies that are attached with the actual wedding ceremony.

My fiancé, Tarun Sharma, is working with Dell International as a senior web developer. We met at my cousin's wedding 6 months ago for the first time and we had an instant liking for each other. He approached my parents through his parents and so it is an arranged-cum-love-marriage affair.

You must come one week in advance because on 28th February, we have the ring ceremony and on 1st March there is the 'Ladies Sangeet'. It is a very interesting celebration in which you will get to taste a lot of folk culture of Punjab. Then we have the 'Mehandi' ceremony on the 3rd March and finally the great wedding day on the 5th. You know in a traditional Hindu wedding, the priest lights up a fire around which the bride and groom circle and take holy vows. After the 'Doli' ceremony, I shall leave my parents home to go to my new home with my husband.

You are my best friend and I also heard you are doing a research on the Indian Tradition and Culture. Therefore it is very important for you to attend the wedding so you get a first hand experience of many things. After the wedding, you are welcome to stay with my parents for some time and my younger sister shall take you around to see some tourist spots.

Hoping to see you at the wedding!

Yours with love,
Kiran.

Letter number 31

You have received a bag. Write a letter to the owner of the bag. In your letter include

- **where you found the bag**
- **what are the materials in the bag**
- **tell him how he can take the bag from you**

Dear Mr Singh,

I am writing this letter to inform you that I found your bag in the Golden Temple Express train as I travelled from Jalandhar to New Delhi, yesterday.

New Delhi is the last stoppage of Golden Temple Express and as was the last passenger to go out, I saw this bag on one seat. Out of curiosity, I opened the bag and found your visiting card in it with some important papers and a bunch of keys. You probably got down at Ambala and forgot the bag in the train.

I can understand how worried you must be because the bag contains some papers, your driving licence and some keys. Now you can put your mind at peace because your bag is safe and secure with me. You can collect the bag from me on any weekend. My address is 341, Model Town, Jalandhar. Just give me a call before coming so that I am at home when you come. My phone number is 9888195776.

Yours sincerely,
Narinder.

Letter number 32

Write a letter to a cinema manager you have previously been to regarding a problem you had. In your letter mention

- **which the movie was and when you saw it**
- **what the problem was**
- **what the manager should do to rectify the problem**

Dear Sir,

I am writing this letter to appraise you with a problem I faced last week when I saw the movie Avatar in your cinema hall.

My name is Gagan Singh. Last week I came with my friends to see Avatar in Sarb Multiplex. We were about five minutes late and the movie had already started when we reached. We were guided inside by your worker over there but it was dark inside. Our seat was on third row but the first step was broken and I tripped and fell sideways and sprained my ankle. It spoiled the whole movie for me. I had so much pain that I had to leave immediately and consult a doctor.

Please look into the matter urgently and get the step repaired as soon as possible so that other people do not suffer in this way. Till that time, please advise your staff to guide the people to their chairs when it is dark inside.

Hoping for a prompt action from you regarding this matter!

Yours faithfully,
Gagan

Letter number 33

You have just arrived in an English speaking country to study a course. Before you left your English teacher invited you to a dinner

- **thank him for the dinner**
- **tell him about your studies**
- **say how this advice helped you**

Dear Sir,

I am writing this letter to thank you for the wonderful dinner that I had at your place before I left for Australia. I really wanted to take your blessings before leaving and you gave me this opportunity by inviting me over for dinner.

I am doing a one year diploma course in International Cookery in the University of Melbourne, Australia. It is a very nice course and the job placements are also very good after doing the course. You can work as a chef in top hotels and restaurants.

You have always been a friend, philosopher and guide. I wanted to go in the business field but you guided me to go in for cookery. The fee for this course is a bit on the higher side but the scope for job placements is very high. Now that I am into this course, I realise the opportunities this course has to offer. I was always very interested in cooking and used to try new dishes every time I was in the kitchen. My culinary skills are helping me a lot here.

Once again thank you for everything you have done for me. If you need to get any information about study and work at Australia, please feel free to call me at 9888195776.

Yours faithfully,
Manish

Letter number 34**You have broken your leg. Write a letter to your classmate**

- **thank him for the card and presents you received**
- **explain what you are doing in your free time**
- **how have you been recovering**

Dear Samir,

Thank you so much for the get-well-soon card and the box of chocolates you sent for me. Ever since I met with the accident and broke my leg, it is the love and affection I am getting from friends like you which is keeping my spirits up.

I have a fracture of the thigh bone. It takes about three months to heal completely and strict bed rest is advised by the doctors. So, I have a lot of free time. I do my regular study for two to three hours a day and after that I teach some children of the neighbourhood. I find it very interesting as I am being paid for it and also these children keep me updated with what is going around the town.

My physiotherapist comes at 8 pm every day for one hour. With his help I am recovering very fast and I hope to start attending college by the end of next month.

Once again thanking you for your wishes and the card.

Yours lovingly,
Anil

Letter number 35**Government plans to construct an airport in your locality. Write a letter to the authority.**

- **Explain where you came to know about the news.**
- **Describe the negative effects of airport construction**
- **Ask to consider alternate sight for airport construction**

Dear Sir,

I am writing this letter to express my concern about the plan of construction of an airport in Model Town. I got this information from a local newspaper of our area.

My name is Indroop Singh and I am a resident of Model Town, Ludhiana. This area is very well developed and there is a school, a college and a very big multi-speciality hospital. The hospital in our area is a big asset for the people. This has been here for the past 50 years now and has benefited not only the people of our locality but also the people of the neighbouring areas. An airport in this area would bring a lot of noise pollution and congestion in the area. The big park which you intend to include in the airport site would also be a big loss for the people.

Our area is already very congested. An airport here would bring even more congestion. As it is, there is an international airport at Amritsar which is only 200 km away. So, I urge you to please reconsider your plan and drop the idea of an airport. If at all you have to construct an airport at Ludhiana, please make it in the suburbs, so that city people are not affected negatively.

Hoping for a prompt consideration of this urgent request!

Yours faithfully,

XYZ

Letter number 36

You have recently done a short term course in an English speaking country and found one of your teachers to be very good. Write a letter to the teacher

- **Thank him/her**
- **Say why you liked his/her lessons**
- **Say what your further planning of study is**

Dear Sir,

My name is Mohit and I am from India. It was wonderful being your student in the 'Business Management Course', this year at Melbourne. Thank you so much for your guidance because of which I passed out with flying colours.

I was always weak at Commerce subject but your exceptional communication skills and depth of knowledge made it very easy for me. You are really very good at coming down to the level of the student and guiding him properly. Because of your approachable nature, I never hesitated to come to you with my problems. The way you used the audio-visual aids also made the lessons very interesting.

I would like to pursue my masters in the same course. I have applied in the University of Melbourne and if I am fortunate enough to get admission, I shall again have the opportunity of studying from you as I have heard that you are taking the graduate classes too.

Thanking you once again for your valuable advice and guidance.

Yours faithfully,
Mohit

Letter number 37**Write a letter to a friend who is visiting your country for the first time.**

- **Tell him the best time of the year to come.**
- **What places they could visit**
- **Invite them to come to your house**

Dear Karen,

Hope this letter finds you in radiant health and the best of spirits. I was really very happy when I heard from Nisha that you are planning to come to India with your family. I would suggest you to come in November or December because it is very pleasant here in these months.

There is a lot to see in India. It depends on how long you are going to be here and what specifically you have in mind for your holiday. The Taj Mahal in Agra and the Golden Temple at Amritsar should be on top of your list. You know India has a rich cultural heritage and I am sure you will enjoy every moment of being here.

I specially take this opportunity to invite you to stay with me for at least a week. I shall show you all places near my hometown. We shall also revive some nostalgic memories of our college years when we studied together at Leeds University. Please send me your detailed itinerary so that I can plan out your time fruitfully.

Hoping to see you soon!

Yours lovingly,
Kiran

Letter number 38

Your company has sent you to an English speaking country to do a course. You have finished it and got a certificate which unfortunately you have lost. Write a letter to the college principal to issue a duplicate certificate. write

- **An explanation of how you lost that certificate**
- **Tell him why the certificate is important to you**
- **What you want them to do**

Dear Sir,

My name is Mohit Bhasin and I work for Dell International, India. I am writing this letter to request a duplicate certificate for the 'Business Administration' course which I did in your college in 2010.

I did the 'Certificate Course in Business Administration' in your college from January to July 2010. I got the certificate also but as I travelled back to India, the British Airways misplaced my baggage. I got my baggage after 5 days and when I opened it many things were missing including the certificate.

This certificate is very important for me as my promotion is based on this course and that certificate is a proof that I have done the course.

I am sending a self-addressed and stamped envelope along with this letter. I would be very thankful if you issue me a duplicate certificate and post it as early as possible.

Thanking you in anticipation!

Yours faithfully,
Mohit

Letter number 39

You have arranged a meeting with a business partner. Unfortunately, you have to change the arrangements. Write a letter to your partner

- **Explain the new arrangements**
- **Apologise for the changes**
- **Explain the reasons why the changes were needed**

Dear Mr. Munish,

I am writing this letter to apologise for the changes in the venue and date of our business meeting. We were to meet on Friday, the 12th April to chalk out the plans for opening our new branch office at Amritsar. Now we shall meet on 19th April instead of 12th and the venue will be Club Orchid in Phagwara.

I sincerely apologise for these changes. I can understand you must have planned everything for the 12th April and it is very irksome to make last minute changes in plans. Actually, I lost my niece in a tragic car accident two days ago. She was travelling on her car from Phagwara to Amritsar, when she had a headlong collision with a truck. She died on the spot and every day people are coming to pay their condolences. Everyone is heart-broken at this sudden loss. That is why I had to change the arrangements of our business meeting. I hope you understand my predicament.

I once again apologise for the inconvenience caused to you. Hoping to see you on the 19th at Club Orchid!

Yours sincerely,
Mohit

Letter number 40

Write a letter to a friend and ask him / her to look after your house in your absence, give reasons for your travel and any specific instructions / requests.

Dear Mohit,

Hope this letter finds you in radiant health and the best of spirits. I am writing this letter to request you to look after my house for ten days as I have to leave for an urgent business trip to Delhi.

I have to leave on 20th May as a few clients are coming from UK. There is an exhibition going on in Delhi which they are coming to see and they have requested me to show them our company's products there only. Normally, my parents are at home but they have also gone on a religious tour to Badrinath and Kedarnath and they will be back after one month. That is why I am requesting you to come over this time.

I shall be leaving the key with the neighbours. You will find everything you need inside. The fridge is stacked with eatables and the TV has a cable connection. You know that I have two pet dogs. They are both Pomeranians and are very mild. They cannot be left alone for so many days. I know you love pets, so you'll know how to handle Buggy and Smiley nicely.

I would be back on the 30th May, so I'll need you to be there till the 30th. It would be my pleasure if you choose to stay longer. This way we can also be together for some time. In case you cannot come please let me know so that I can make alternative arrangements.

Yours lovingly,
Manjot

Letter number 41**Write a letter to a park authority about damage being made to the facilities of the park.**

Dear Sir,

My name is Narinder Singh and I am a resident of Model Town. I am writing this letter to appraise you with the sorry state of affairs of the community park of Model Town, Phagwara.

This park used to be the pride of the town, but today is in a bad shape. The gardeners, who are supposed to work here for 4-5 hours daily, do not show up for days. Because of this the grass has over grown and people find it very difficult to walk there. The benches, on which the elderly used to sit for hours have also broken from many places. The plants and trees also need pruning and cutting. The taps which have been provided to supply fresh drinking water are also not working.

I request you to look into the matter urgently and employ new full-time gardeners. The benches also should be replaced. The people are willing to contribute in the upkeep of the park. Parks are supposed to be the lungs of the community and their maintenance is your responsibility. We also need to maintain parks very nicely to encourage children to do outdoor activities. As it is they are turning into couch potatoes sitting at home.

Hoping for a prompt action from you regarding this matter!

Yours faithfully,
Narinder

Letter number 42

An English speaking friend is working at your hometown. He/she is planning to visit another town in your home country. Write a letter to him and make suggestions for his / her trip.

Dear Elaine,

Hope this letter finds you in radiant health and the best of spirits. My sister, Nisha, called and told me that you are planning to go for few days to Shimla. She told that you both met in a shopping mall.

Shimla is a beautiful hill station in Himachal Pradesh. It is supposed to be very cold at this time of the year. So please take appropriate woollens with you when you go. I suggest you go by car to Kalkaji and after that you must take the Himalayan Queen train. The sightseeing from the train is unparalleled. You must see the other places near Shimla such as Jakhu temple, Kufri, Chail and Theog. When you go to Jakhu temple, please do not carry any eatables in your hands otherwise the monkeys will give you a tough time.

I hope you have a good time at Shimla. I have been there many times and every time I have enjoyed thoroughly. The experience is different during different seasons. This time as you are going in winters, you might get to see the snowfall. Don't forget to write me your experiences after you come back.

Yours lovingly,
Kiran

Letter number 43

You have invited your English-speaking friend to a family wedding and reserved a room at the hotel for him/her as you agreed before. You won't be able to meet him/her at the airport. Write a letter to your friend, describing:

- the reason why you can't meet him/her,**
- how he/she can get to the hotel from the airport,**
- the hotel where you made the reservation.**

Dear Sarah,

I am anxiously awaiting your arrival on Friday morning. Unfortunately, because of unforeseen circumstances, I would not be able to come to pick you up at the airport as already planned.

An unexpected business meeting has come up which I cannot avoid, so I am suggesting you other means of reaching the hotel that I have booked for you. One way would be to hire a cab from just outside the airport. That would be the most convenient option if you have a lot of luggage. However, if you are travelling light then I suggest you take the local bus from the airport. That would be very economical. I am very sorry for this turn of events.

The hotel's name is Mount View and it is about 30 km from the airport. It is very near to my home, though. Normally I would have made you stay at my home but because of the wedding many relatives are already there and so for your convenience, I have booked the hotel. The wedding in the family will give you a taste of our rich cultural heritage. I have planned a lot of other things for you when you are here. There are a lot of historical places which you must see

Hoping to see you soon!

Yours lovingly,
XYZ

Letter number 44

You received a letter from your friend informing you that his elderly parents are coming to visit in your area and he is asking for your advice on

- which places they should visit,**
- where should they live,**
- invite them to do something with you.**

Dear Simar,

It was a really pleasant surprise to receive your letter after such a long time. I am happy to know that your elderly parents are coming to visit Punjab in India. It is very nice to know that in your country even the retired people are so fond of tourism.

There is a lot to see in India. I would suggest they visit the Golden Temple in Amritsar, the Wagah border, the Durgiana Temple, Haveli, the Pushpa Gujral Science City at Kapurthala and many more places in this area. If you send me their itinerary, I could plan their time here well.

As far as stay is concerned, there are many good hotels of government which are very reasonably priced and good but they have to be booked well in advance. However, it would be my great pleasure if they stay with me in my house. I would take great care of them and also show them around. My parents join me in inviting them to stay with us. We shall also enjoy holidaying with them.

Hoping to see your parents soon!

Yours lovingly,
Mohit

Letter number 45

An Australian company offers money to foreign students to study in Australia. Write a letter to the company.

- **Introduce yourself**
- **Say what do you want to study**
- **How the money will help you.**

Dear Sir,

I recently read about a scholarship programme that you are offering students from other countries to study in Australia. I would like to be considered for the scholarship. I am enclosing my resume for this matter.

My name is Indroop Singh and I belong to India. I have done my Bachelor's of Computer Engineering from IIT Chennai and now I want to do masters in the same field from University of Melbourne. I have always been a topper in my class and I have heard that you encourage meritorious students. The fee for the graduate course is very high and if I don't receive funding then I shall not be able to continue my studies.

The scholarship I receive from you will help me to study further and also ease some burden off my parents' shoulders. I will be able to concentrate on my studies more as I will not have to find any part time job.

You may contact my professors at IIT Chennai in case you need to ask anything about me. My contact number is 9888195776, if you have anything to clarify from me.

Yours faithfully,
Indroop Singh

Letter number 46

Your friend bought tickets to the theatre for both of you. Write a letter to a friend to tell him that you cannot go to theatre. In your letter

- Apologize,

- Explain the situation,

- Tell him what he can do with the extra ticket.

Dear Mankeerat,

Hope this letter finds you in radiant health and the best of spirits. It was really nice of you to buy theatre tickets for both of us but, unfortunately, I shall not be able to come as some unexpected guests have come from abroad and I have to be home to attend to them. I sincerely apologise for the inconvenience it has caused you.

My uncle and aunt live in Canada. They arrived here three days ago with their daughter to fix her wedding with someone from my hometown. They have come here after five years. If the wedding is fixed then all the arrangements have to be done and I am going to be very busy for the coming few days. Even now I have to be with them while they are finalising things.

I was wondering, if you could invite our old friend Ramesh to see the movie with you. He is here on a holiday. He has come first time since he left for his higher studies in Australia two years ago. This would be your opportunity to catch up with him and your extra ticket will also not go waste.

Hope you have a nice time with Ramesh!

Yours lovingly,
XYZ

Letter number 47

A friend had a new born baby, you have picked up a present for the baby and want to visit to give it to him / her. Write a letter to –

- Congratulate your friend.**
- Tell him why you picked up the mentioned present.**
- Suggest arrangements for the visit.**

Dear Kalyani,

Last week I heard the news of your beautiful baby girl. Congratulations to you and Anshul and baby Gia. I am so happy for the three of you.

I have bought a crib for your baby. I went to the 'Toys R Us' store to look for some gift for the baby and my eyes fell on this crib. It is of Graco company and can be converted into a toddler bed later on. I know it will be very useful for a long time to come. Immediately I bought it and now am waiting for an opportunity to visit you to hand you over the gift.

I was wondering if next weekend would be fine to visit you. I can come on Saturday or Sunday. Please let me know what time would be more convenient for you. Please contact me at 9888195776 to finalise the time.

Hoping to see you soon!

Yours lovingly,
XYZ

Letter number 48

You are living in an English speaking country and the restaurant near you is making a lot of noise. Write a letter to the restaurant owner.

Cover the following:

- tell restaurant owner to reduce the noise levels.

- suggest a solution to fix the problem.

- warn that if this problem remains not solved then further action will be taken.

Dear Sir,

My name is Manjit Singh. I live in the apartment just next to your restaurant and I am writing this letter to complain about the disturbance caused by the loud noise coming from your restaurant even in the late hours of the night.

Your restaurant is one of the most popular restaurants in the town and every night there is some or the other party going on. That is quite understandable, but you people just ignore the fact that it is banned to play loud music after 10.30 pm. The whole neighbourhood is sick and tired of the disturbance caused.

Please look into the matter urgently. If at all music is to be played after 10.30 then the volume should be so low that it does not cross the walls of your restaurant. If no action is taken then we shall be forced to report the problem to the higher authorities.

Hoping for a prompt action from you regarding this matter!

Yours faithfully,
XYZ

Letter number 49

You are going to leave your apartment in an English speaking country and your landlord is a very good person, who has assisted you a lot during your stay. Meanwhile, your friend wants to rent the flat after you. Write a letter to your landlord and

- let your landlord know about your leaving,

- thank your landlord for his/her help,

- tell him/her about your friend.

Dear Mr. Smith,

I am James, your tenant from apartment 1119, Bissonnet Street. I have been living in this apartment for the last 4 years and this year's lease is finishing in July. I have been transferred to Kansas City and so I shall be moving by the end of July.

You have been very nice throughout my stay here. Whenever I faced any problem, you promptly provided a solution for that. You really look into the needs of all your tenants in these apartments. Many times I have compared your facilities with those provided by other landlords of neighbouring apartments and I have found that you are the best.

My friend Samir is moving to Houston in August. He works for Mac Donald's. He also is single like me. This apartment would suit him very much. I have told him all about you and the apartment. He is interested to lease this apartment. It would be very kind of you if you rent out the apartment to him for the next year.

Thanking you once again for everything you have done and hoping you consider my friend as your next tenant.

Yours sincerely,

James

Letter number 50

You are shifting out of your accommodation. You think the place is suitable for your English speaking colleague who is arriving next month. Write a letter to your colleague-

- **explain why you are shifting out.**
- **Describe your accommodation**
- **Why is it suitable for your friend?**

Dear Harry,

Hope this letter finds you in radiant health and the best of spirits. I heard from Nid that you have found a job in Long Island. Congratulations for getting such a good job. Unfortunately, I have to move to Madison this month. So, I shall not be able to meet you.

My company has given me a promotion and a transfer. So, I have to move by the end of the month. The apartment which I have been staying as a tenant for the past 2 years is very good. The landlord is very nice and many facilities are provided by the owner such as a gym and a swimming pool. It is a two room apartment and the rent is also very nominal. So, I would suggest you move in here after I leave. You can sign the lease after you move here. I can ask my landlord to hold the apartment for you.

This apartment would be very suitable for you. It is in the centre of the town so your workplace cannot be far away. Secondly, I have bought a lot of furniture which I cannot carry with me. As it is I would have to throw it away but now it can be very useful to you.

In case you decide to rent this apartment, please let me know so that I can talk to my landlord about it.

Yours lovingly,
XYZ

Letter number 51

You work in an international company. Write a letter to the manager to give you some time off, in your letter include the following:

- The reason why you need the time off,**
- When you need the time off,**
- Who should replace you when you are not around.**

Dear Sir,

My name is Gurdev Singh and I have been working with your company GNA Autos for the last Five years. I am heading the HR (Human Resources) department. I am writing this letter to request you to give me a two month leave starting 20th April.

My wife is in the family way and she has been advised complete bed rest by her doctor. Last year she had a premature delivery and we lost our baby because it was too weak. This time I do not want to take any chances and so I would like to be with her in her last two months of pregnancy.

The assistant Manager, Santokh Singh is competent enough to take charge in my absence. We have a good rapport with each other and I have always explained the working to the smallest detail to him. In case he ever needs any help from me, I shall be available on phone (9888195776).

Hoping for a favourable response from you in this matter!

Yours faithfully,
Gurdev Singh

Letter number 52

You have an evening class and your teacher gave you an essay to work on for the weekend. However, you were not able to finish the essay. Write a letter saying the following:

- outline the subject of your essay**
- what happened why you did not finish it**
- tell what you will do to finish it.**

Dear Sir,

I am Harneet, your student from the evening batch of ESL (English as a second language). Last weekend, you gave the essay on 'Rote learning as opposed to Meaningful learning'. I am writing this letter to express my inability to complete the essay in time.

The topic of 'Rote learning as opposed to Meaningful learning' as such is not difficult but I could not find enough matter to write. I could not go to the library as the weather was very bad during the weekend. I wanted to search the internet but that too was not working. This topic was also not there in the essay books that I had at home. So, I could not finish the essay.

Please give me two more days to write the essay. I shall sit in the library and search this topic from the books there and I shall also surf on the net to write a really nice essay. I am very keen on learning how to write good essays. I shall try me level best to submit my essay by Thursday.

Hoping for a kind consideration from you regarding this matter!

Yours faithfully,
Harneet

Letter number 53

Write a letter to your English-speaking friend telling him/her about a local event that is to take place in your town, which would be useful to her/him. In your letter

- Mention the event

- What are the activities involved

- Mention the arrangements you would make for his/her stay

Dear Elaine,

Hope this letter finds you in radiant health and the best of spirits. I am writing this letter to invite you to celebrate our traditional festival Deepawali with us this year. Moreover, it will help you in the project you are doing on 'Globalisation and Tradition'.

Deepawali is our national festival. It falls in the month of October or November. It literally means rows of lights. It is celebrated to commemorate the return of Lord Rama to Ayodhya after fourteen years of exile. This is one festival which all Indians celebrate. A month before Deepawali, we whitewash our homes and buy new clothes to wear on that day. On the day of Deepawali we worship Goddess Laxmi, the symbol of wealth and also burn crackers. There is lots of fun and frolic.

We would be honoured to have you as our guest for your entire stay here. You are welcome to bring your parents along if they can spare the time. Ever since I finished my course at Leeds University and came back home, I have talked so much about you to my parents that they are all very eager to see you. You will see that we Indians have not forgotten our traditional celebrations even if we have become a part of the global village which is influenced by the western culture. I assure you we will make it a memorable holiday for you.

Hoping to see you soon!

Yours lovingly,

Kiran

Letter number 54

A sports club in your area is about to be closed and you oppose to that. Write a letter to the manager and make suggestions why it is important that the club stays open.

Dear Sir,

I am Mohit Singhi, a resident of Model Town, Ludhiana. I am writing this letter to express my concern about the closure of your Leo Sports Club in this area.

I read this news in the local tabloid 'Ajeet Express'. There is a plan to make a Mall in this place. This sports club has served the people so well for so long. Not only people of Model Town but also people of all over Ludhiana use the club. As it is, people are now leading sedentary lives and if you close the club then they shall be deprived of the little bit exercise they get when they come here. Malls are already in plenty in Ludhiana and therefore I urge you to reconsider your plan and drop the idea of closing the sports club.

I suggest you add a gym and swimming pool to the sports club and you can increase the membership fee by a nominal amount so that your expenses are met with. You can have special timings for children after the school hours and employ instructors. I am sure parents will not mind paying extra for that because children today are suffering from obesity and are becoming couch potatoes.

Sir, it is imperative that the club stays open. Hoping for a favourable response from you in this matter!

Yours faithfully,
Mohit

Letter number 55

You have been offered a job overseas that you applied for. Write a letter to your friend who already knows about that job as well

- tell what kind of job is it

- explain why you applied for this job

- ask your friend about the country

Dear Elaine,

Hope this letter finds you in radiant health and the best of spirits. I applied for a job in Barklay's Bank in Leeds and have received their job offer. I heard that you have also worked in the same bank last year.

My job is in their insurance section. It mainly involves meeting people and convincing them of our insurance policies. It also has a lot of field work. I have done an MBA in finance and my resume was very impressive. That is why, perhaps, I got the job. The pay package is also very good.

I applied for this job because I have good communication skills and I love meeting people. The field work involved in this job would help me in developing my network. Ultimately, I would love to open my own company and this experience would help me a lot.

Do tell me something about the country and the people there. What sort of weather I shall have to face and what sort of accommodation I should look for.

Do convey my regards to your parents. Hoping to hear from you soon!

Yours lovingly,
Kiran

Letter number 56

Write a letter to a book shop manager about a book you're looking for, ask him to find the book and send it to you.

Dear Sir,

I am writing this letter to request for a book 'Adorable Knits for Toddlers' by Debbie Blair. It has been published by Workman Publishers New York.

I have searched this book in each and every bookstore in the area, but could not find it. The online reviews of the book are very nice. I have heard that if any request is put on your bookstore, you make that book available for your customers. So, please make this book available for me. I really want some good patterns to knit for my nephew and niece.

When the book is available, please notify me through e-mail or phone. I shall come and collect it. My e-mail ID is kiranmakkar@rediffmail.com. My phone number is 9888195776. I shall be very thankful to you for this kind gesture.

Hoping to hear from you soon!

Yours faithfully,
XYZ

Letter number 57

Write a letter to a college Principal, where you attended one day computer course and are unhappy about the way it was conducted. Explain the type of course, what happened and what can be done that it never happen again

Dear Sir,

I recently attended a one day course on 'Computer Basics' in your college. I am writing this letter to express my dissatisfaction about the manner in which this course was conducted.

I enrolled in this course after reading an advertisement about it in the local Daily. Naturally, I was very enthusiastic about the course because even though I hold a Master's degree in Philosophy, I am computer illiterate. But, I am sorry to say that even after doing the course; I feel I have gained nothing. You enrolled 30 students and you provided only five computers and only one instructor. I could get my hands on the computer for only ten minutes and my one-to-one interaction with the instructor was not more than five minutes.

You are charging a huge fee for the course and not providing value-for-money. It is my humble request to either increase the number of instructors or decrease the number of students you enrol for any particular day. I would be very grateful if you allow me to attend this course once again without charging any extra fee.

Hoping to hear from you soon regarding this matter! You may contact me at 9888195776, in case you need any further clarification.

Yours faithfully,
XYZ

Letter number 58**Write a letter to neighbour about the garbage problem you have**

- **Introduce yourself**
- **Explain the problem**
- **Provide appropriate solution**

Dear Sir,

I am Madan, your next-door neighbour. I am writing this letter to complain about the problems me and my family are facing because of the garbage problem caused by your maid.

I recently moved into your neighbourhood with my family. This locality is considered the best in this city. Ever since we moved here, we noted that somebody throws garbage in front of our house. This is done in the late hours of the night or early hours of the morning. Then one day we caught her red-handed while throwing the garbage. We told her not to do so but she just does not listen.

It would be very kind of you if you take some steps to handle this problem. Our Municipal Committee has provided big garbage bins at the corner of every street, so please guide your maid to throw the garbage in there. It is our responsibility to keep our surroundings neat and clean.

Hoping for a prompt consideration of this urgent request!

Yours faithfully,

Madan.

Letter number 59

Your friend will be staying at your home, but you can't be there. Write a letter in which you explain:

- How the keys will get to him/her**
- How to use the electrical appliances**
- Recommend some interesting places to visit**

Dear Mohit,

Hope this letter finds you in radiant health and the best of spirits. I was so happy to know you are coming here for a week's holiday but unfortunately I have to leave for an urgent business trip to Delhi.

I have to leave on 20th May as a few clients are coming from UK. There is an exhibition going on in Delhi which they are coming to see and they have requested me to show me our company's products there only. I shall be leaving the key with the neighbours. You will find everything you need inside. The fridge is stacked with eatables and the TV has a cable connection. If you have any problems regarding the usage of electrical appliances, you may ask my neighbour, Mrs Neeru. She is very helpful.

There are some historical places in my home town which you must see. There are two temples related to the sixth guru of the Sikhs and an ancient Shiva Temple. Then there is a restaurant, Haveli, which depicts traditional Punjabi hospitality. Every night there is a cultural show also over there. Don't miss this show. You can ask my neighbour to accompany you.

Hope you have a nice time. Once again I apologise for not being there to give you company.

Yours lovingly,
Manjot

Letter number 60

Imagine you are going to an English speaking country; write to a rental agency, - the type of house you want.

- its size.

- the surroundings.

Dear Sir,

I am Kiran Makkar from Punjab, India. I am moving with my family to Leeds for a two years 'Holiday Work maker' visa. I would like to rent a house for the two year period.

I would like a two bedroom apartment, preferably on the ground floor. I am prepared to spend anything between \$800 and \$1000 per month as rent. The bedrooms should be pretty spacious and the kitchen should have a window that opens to the outside. The kitchen should also have the basic things like the refrigerator, dishwasher and the microwave fitted in it.

The apartment should be close to the shopping centre and should have a playground in the neighbourhood as I have two children 3 and 7 year old. Good educational facilities for children should also be there for children. Last but not least, the public transport should be available in that area because I am not sure when I would be able to buy my own car.

Please let me know as soon as you find a suitable apartment for me. If you have any query please feel free to contact me at 9888195776. Alternatively, you can e-mail me at kiranmakkar@rediffmail.com.

Yours faithfully,
Kiran

Letter number 61

Write a letter to a financial organization that gives money to students who would like to take a part-time course. Mention

- qualifications and work experience

- details about the course

- how this course will help you

Dear Sir,

I recently read about a scholarship programme that you are offering students who wish to do a part time course in Australia. I would like to be considered for the scholarship. I am enclosing my resume for your consideration.

My name is Indroop Singh and I belong to India. I have done my Bachelor's of Computer Engineering from IIT Chennai and now I want to do a part time diploma course in International Business. I have always been a topper in my class and I have heard that you encourage meritorious students. The fee for the course is very high and if I don't receive funding then I shall not be able to continue my studies.

The course would be very beneficial for me as today we belong to a global village. Whatever we do in life, we must know the basics of 'International Business'. Only then we can survive the tough competition we have to face in today's time. The scholarship I receive from you will help me to study further and also ease some burden off my parents' shoulders. I will also be able to concentrate on my studies more as I will not have to worry about the expenses incurred.

You may contact my professors at IIT Chennai in case you need to ask anything about me. My contact number is 9888195776, if you have anything to clarify from me.

Yours faithfully,
Indroop

Letter number 62

You are unable to attend to your friend's wedding in Britain. In this letter

- Tell her what you think about her wedding plan

- Apologize for not attending

- Suggest date for future meeting

Dear Samaira,

It was such a pleasant surprise when I received your wedding card today afternoon. Unfortunately, I shall not be able to attend the wedding as my parents' silver jubilee falls on the same day and I have planned a surprise party for them here on that day.

I have read from your card that you have planned an eco wedding. All decorations will be in green and even your dress will be green. This is a new concept and a very nice one. You always wanted to do things in different ways. This is also a novel idea. We all know how important it is to save our environment and you have tried to give this message on your wedding day.

I am really sorry that I shall not be able to come, but, I have a suggestion. Why don't you two come to India for your honeymoon? The backwaters of Kerala are a wonderful choice for honeymooners. Then you can also spend a few days with me. Please consider this proposal.

I wish you a very long and happy married life. Hoping to see you soon!

Yours lovingly,

Kiran

Letter number 63**Writing a letter to a friend asking for help with a short holiday in the area of this friend, asking for information etc.**

Dear Samaira,

Hope this letter finds you in radiant health and the best of spirits. It has been a long time since we met. I am writing this letter to inform you that I am coming for a holiday in your area with my husband and I wanted to take some information from you.

First of all, I would like to know how the weather would be like in the month of April. Actually, my husband is getting a two week's leave then and we would like to come at that time. Secondly, I would like to know what all is there to see and do in your area. If we plan in advance then we shall be able to make the most of our time. Finally, I would be very grateful if you suggest some economical but good place to stay in.

Please write at the earliest so that I can be relaxed about the arrangements. I would also like to spend some time with you. Do let me know if you would like to have anything from India. I shall be too happy to get it for you.

Waiting eagerly for your reply!

Yours lovingly,
Kiran

Letter number 64

Write a letter to local newspaper editor, to inform him that article about city/town you know very well which contains some incorrect information

- write how you know that city

- what incorrect information article contains

- what they should do about that

Dear Sir,

My name is Raghav Bharadwaj from Jalandhar, Punjab. I recently read an article in your esteemed daily which had some news related to another city, Phagwara, which I know is not correct.

I do not belong to Phagwara, but my in-laws live there and I visit them very often. In fact I know it as well as my home town. I know about each and every historical place and worth-seeing place of this city.

In the 12th December issue of The Tribune there was an article that there is a temple of Lord Shiva which is about 50 years old. This temple is not just 50 years old; it is more than 150 years old. I have been to that temple many times and I know the history and the religious significance of this temple.

The information in your article may have been just a misprint but still I feel you must correct it and re-post the article with the correct information. Your paper has a lot of circulation and so it will help people get the right information.

Hoping to read the article again with the correct information!

Yours faithfully,
Raghav

Letter number 65

You are going to do computer course at your local college. Write letter and mention:

- Why do you want to do this course?

- Have you any educational background and computer skills.

- Ask some questions about course.

Dear Sir,

My name is Inderpal Singh and I belong to Phagwara. I am writing this letter to express my desire to do a course in computer animation which is being offered by your college.

Computer animation is a very upcoming field nowadays and yours is the first college in Punjab to start this course. My friends have gone to Delhi to do this course. There are many job openings after doing this course. As it is a relatively new course so the competition is also not so severe yet. That is why I would like to do this two year course.

I have done my masters in computer science from Khalsa College Jalandhar. I know many computer languages such as Fortran and C++. Therefore, I think I shall be able to do the course fairly easily.

I would like to enquire about the fee structure of the course and the timings. I would also like to know whether it is a regular or a part time course and when the next intake is. Please reply soon so that I can join at the earliest. Thanking you!

Yours faithfully,
Inderpal Singh

Letter number 66

You had applied to City College recently. Now the college has written back saying the course you applied for is full and they have even suggested an alternative course. Write back to them stating why you chose the first course, your views on the suggested second course and your plan of action.

Dear Sir,

Received your letter dated 13th March in which you have denied me admission in the 'Graduate Diploma in Computer Animation' for the fall 2010 session. You have written that I was late in applying and the seats were already full. You have also suggested an alternative course in 'Web Designing'.

I chose the Computer Animation course because it is an upcoming field nowadays and yours is the first college in Punjab to start this course. My friends have gone to Delhi to do this course. There are many job openings after doing this course. As it is a relatively new course so the competition is also not so severe yet.

I have done my masters in computer science from Khalsa College Jalandhar. Web Designing was a component of that course. Therefore, I don't think I need to do the course in web designing.

I would be very grateful if you consider my application for 'Graduate Diploma in Computer Animation' for the spring 2011 session. It would be worth waiting for that course. Please reply soon so that I can plan accordingly. Thanking you!

Yours faithfully,
Kiran

Letter number 67

Write a letter to your friend whose son will go on holidays to your country. In your letter

- **Invite the son to stay with you**
- **Give some advice about things to do**

Dear Elaine,

Hope this letter finds you in radiant health and the best of spirits. It was such a pleasant surprise to know that your son is coming for holidays in my country, India. It would be my pleasure if he chooses to stay with me and my family.

You know very well that my son Indroop is almost the same age your son Richard. Fortunately, Indroop is having his vacation next month so they can both go together to visit different places in India. As I have a network of relatives spread all over India, the cost of accommodation would be cut down and Richard would also have a chance to taste the traditional Indian hospitality.

It would make things much easier if you send me his detailed itinerary so that I can plan their time well. There is a lot to do and see in India. The Golden Temple at Amritsar, the Taj Mahal at Agra, the beaches of Goa and the back waters of Kerala are just to name a few. The weather here is fairly hot at this time of the year so please ask him to bring some cool cotton clothes.

Hoping to see Richard soon!

Yours lovingly,
Kiran

Letter number 68

Write a letter of recommendation for a friend who submitted his resume to a tourist office.

Dear Mr Smith,

I am writing to commend to your attention a most extraordinary young man for the post of senior tourist guide. He has applied for the job in your company. Indroop Singh has worked as a senior officer in Punjab Tourism for the past five years. During the time he has consistently excelled in everything he had to do. He has always had a good rapport with the clients.

Indroop has extensive knowledge of the tourism business and first-rate skills in dealing with people. I have found him completely reliable and enthusiastic in performing whatever he is asked to do.

I have been working in the same office as Indroop for the last two years. We have developed intimate friendship during that time. I will personally be very sorry when he moves on, but am confident that wherever he goes he will be a great addition. I enthusiastically recommend him.

Yours sincerely,
Richard

Letter number 69

Write a letter to apply for a part time job in a new international company, you have heard about the position from someone in your neighbourhood.

Dear Sir,

I am writing to apply for the part time job of a sales manager in your company Delta International. My neighbour has been working in your company for the past five months and through him I came to know that you need sales managers for the evening hours.

I am a graduate student at the University of Texas. I am allowed 20 hours of part time work per week during my study. Your company is at a walking distance from my university and therefore it would be very convenient for me. Attached is a copy of my resume. I would be happy to provide references from members of the community.

The job, as described, sounds very much like what I am looking for. I know I would provide excellent service. I am available to come for an interview at your convenience and look forward to hearing from you soon.

Yours faithfully,
Kiran

Letter number 70

You have just arrived in a foreign country on a business trip. You faced a problem at the airport. Write a letter to the airport manager regarding the problem you had. In your letter
- identify yourself and state your flight number,
- explain what problem you had at the airport,
- suggest an improvement that should be made to the airport to prevent the problem.

Dear Sir,

I arrived in Houston, Texas, on 12th January for a business trip. I am writing this letter to complain about the problem I faced at the baggage recovery section of the airport.

My name is Sarabjeet Singh and I arrived in Texas on 12th January afternoon by flight number KL 881. I came from New Delhi. My flight was via Amsterdam, where I had a four hour halt. After I checked in at New Delhi, I was told that I would get my baggage at Houston. When I arrived in Houston, my baggage did not arrive. I was told to report to the 'Lost and Found' section. When I went there, I was told to wait as it was lunch hour. The concerned person came after two hours whereas the lunch hour is meant to be only one hour. The cab I had booked charged me extra for having to wait so long.

When people arrive after such long journeys, then such a long wait at the airport can be very irksome. The 'lost and Found' department should work round the clock. There should be no lunch hour or at least someone should be there all the time. I request you sir to do something about this matter urgently.

Thanking you,

Yours truly,
Sarabjeet Singh

Letter number 71

Write a letter to a friend who you have met on an overseas trip in an English speaking country. Ask for him to send you the trips photographs.

Dear James,

Hope this letter finds you in radiant health and the best of spirits. I can never forget the wonderful moments we spent together at the Scotland tour. I am writing this letter to specially request you to send photographs of that tour.

The best part of my Scotland trip was that I found a great friend like you. We many never have met otherwise. You had a very nice Canon Power Shot camera with you. We clicked so many photographs during the entire tour. I was hoping you would send me the photographs. But, I understand that once we get back to the routine hectic schedules of life, some things slip out of mind.

I shall be waiting eagerly for the pictures. I would specially like the one in which we both have posed in front of a big fountain. Please send them as an e-mail attachment. I shall get them printed from here. Alternatively, you could upload them on Picasa web albums and I can see them from there.

When are you planning your next holiday? Please plan it for India. There is a lot to see and do here. I shall show you around and you will also have a chance to meet my parents. I have talked a lot about you to them.

Waiting eagerly for your reply!

Yours fondly,
Govind

Letter number 72

You saw an advertisement in the news for a job and you are interested to apply.

Dear Sir,

I am writing to apply for the part time job of a sales manager in your company Delta International. I read an advertisement regarding this job in the Employment News weekly and through that advert I came to know that you need sales managers for the evening hours.

I am a graduate student at the University of Texas. I am allowed 20 hours of part time work per week during my study. Your company is at a walking distance from my university and therefore it would be very convenient for me. Attached is a copy of my resume. I would be happy to provide references from members of the community.

The job, as described, sounds very much like what I am looking for. I know I would provide excellent service.

I am available to come for an interview at your convenience and look forward to hearing from you soon.

**Yours faithfully,
Kiran**

Letter number 73

You were studying in an English speaking country and suddenly needed to go back to your home country leaving your course incomplete. Write a letter to your teacher to

- **Thank him**
- **Explain the reason you left without completing your course**
- **say during your course study what did you like most about this course**

Dear Professor James,

I am writing to inform you that I had to withdraw from the full time course "Introduction to Gerontology", which I was doing in the University of Leeds. I was very fortunate to have you as my teacher but unfortunately because of some family problem I cannot continue the course.

The reason for discontinuing the course is that my mother is not keeping very good health lately. She has recurrent attacks of asthma and cannot be left alone in such a situation. She is a known case of asthma but this time the attacks are more severe because of super-added viral infection.

I would also like to take this opportunity to thank you for the wonderful way in which you taught your students. The course in Gerontology involves caring for the elderly. Today, we belong to an ageing society and we are part of a greying population. The way you explained things made it sound like a very easy subject. What I liked most about the course was the way the practical sessions were conducted. We were taken to various old age homes and got first hand experience in caring for the elderly.

Once my mother is better I shall surely re-enrol and complete the course. Thank you once again for everything.

Sincerely yours,

XYZ

Letter number 74

Write a letter to apply for a position to look after a house in Scotland where the owners are going away. Provide personal details, what qualities you have for this position and ask for information.

Dear Sir,

I am writing this letter to apply for the post of housekeeper for a house in Scotland as advertised in the Daily Tribune.

My name is Andrew Smith and I have recently completed my 'Diploma in Hotel Management' from Yorkshire University. After completing the course, I found that there is stiff competition in this field. So, I decided to go for the Masters course in Hotel Management. The intake for that course is after 6 months. The job you have advertised fills the gap completely.

Attached is a copy of my resume. I would be happy to provide references from my college professors and other members of the community. I know I would provide excellent service.

Please let me know what exactly would be my duties and if there are any pet and domestic animals at home. I would also like to know for how long the owners would be away.

Looking forward to hearing from you soon.

Yours faithfully,
Andrew Smith

Letter number 75

Write a letter to give feedback to local council on tourist facility condition, suggestion on how to improve the situation and why this is important to the people.

Dear Sir,

On behalf of the residents of Model town Phagwara, I am writing this letter to appraise you with the sorry state of affairs of the tourist facilities which are there in our city.

As you know very well, our city Phagwara is a popular tourist destination. There are two Sikh Temples and a very ancient Shiva temple. Every year thousands of people from all over India flock to see these historical and religious places. Unfortunately, the facilities in these places are not up-to-date. The road that leads to the Shiva Temple has so many pits that accidents are very common. The drinking water supply is also not proper. Petty crime like chain and purse snatching is very common and the authorities seem to be doing nothing about it.

It is very important to tackle these problems on a war footing. New roads must be built and the security in these areas needs to be improved so that the tourists can roam about without fear of being looted. All this is very important to the people of our city because many businesses depend on these tourists. They provide a lot of revenue to the people and the economy of our city thrives on tourism.

Hoping for a positive response from you regarding this matter!

Yours faithfully,

XYZ

Letter number 76

Write a letter to the television channel Manager about boring programs during the day time. Tell him about the programs, give suggestions.

Dear Sir,

I have been a loyal viewer of your "Colours" channel for years. I generally appreciate your choice of programmes. Of all the local channels, your channel has been the most substantial. But, unfortunately, for the last two months, the afternoon programmes have become very boring and dull.

Earlier in the afternoon there used to be chat shows and comedy shows which many used to enjoy. But now you have started soaps which are too dull and boring. They just seem to drag, day after day. The stories are so unrealistic that it is difficult not to change channels at that time.

Afternoon is the time when children are home from school. Your talk shows provided a lot of knowledge and the comedy shows provided a lot of laughter to them. I therefore request you to revert back to your earlier shows or we shall have to begin our search for a new channel.

Hoping for a positive response from you regarding this matter!

Yours faithfully,
XYZ

Letter number 77

You have seen an advertisement in the local newspaper about helping to improve the environment. Write a letter to the editor and explain

- Why you are interested in it

- How you can help

- When you are available

Dear Sir,

Your advertisement dated 28th July about improving the environment was a real eye-opener. Environmental degradation is a serious issue and I would commend your paper to raise awareness about it. At the same time I would like to contribute my share in your endeavour.

I am really interested in it because global warming is a burning issue and we humans are the cause of it. I realise that if all of us put a little contribution in saving the environment then we can make a huge change for the better.

I can help by going house to house and telling the people to recycle things; by telling them to say 'no' to plastics; by planting trees and by making the people aware about the benefits of public transport.

I am available every day from 5 pm to 7 pm. I have good communication skills and I would be very grateful if you give me a chance to join hands with you in saving our planet Earth. My name is Kiran Makkar and my contact number is 9888195776.

Hoping to hear from you soon!

Yours sincerely,
Kiran makkar

Letter number 78

You have a permanent job, and few weeks ago you have started a part-time short course. You are not satisfied with it and want to change this part time course. Write a letter to your professor explaining why you are not satisfied with your present part-time course, and stating which course you would prefer and why.

Dear Sir,

My name is Sharad Pahwa and I am working in a bank. I am writing this letter to express my dissatisfaction with the part time course in 'Computer Basics' that I am doing under you.

Actually I was not aware about the content of the course when I started the course. What you are teaching in this course, I had already learnt by hit and trial while working in the Bank. What I wanted to learn was what to do if some hardware problem occurred. Identifying the problems of hard disk, RAM or modem is what I need help with.

I have heard that you also have a part time course in Hardware Management. I would be very grateful if you enrol me in that course instead of the present one. I apologise for the inconvenience caused due to this.

Hoping for a kind consideration of this urgent request!

Yours sincerely,
Sharad Pahwa

Letter number 79

You are a college student in an English speaking country. Write a letter to your friend containing your intention to move to a college accommodation. In your letter
- give reasons why you are not happy with your current accommodation,
- explain why you think the college accommodation will be better.

Dear Harry,

Hope this letter finds you in radiant health and the best of spirits. It has been four months since I moved to Australia to pursue my higher education. I have been living with some senior students in a rented apartment which is about 30 miles from my college. Now I am planning to shift to the college accommodation.

My present accommodation is very far and it takes two hours to commute daily by train. By the time I am home, I am so tired that I find it very difficult to cook and study. I just fall asleep. This is affecting my studies very badly.

I did not realise earlier, but the college accommodation is a lot better. First of all it would save two hours of my commuting time. Then, I could eat in the college canteen. I will not need to cook for myself. I would also have a chance to interact with the other students of my class and finally I would have access to the library and computer lab facilities which are open round the clock.

I have already applied and hopefully I shall be moving after the end of this semester. Rest all is fine here. Do convey my regards to your parents.

Hoping to hear from you soon!

Yours lovingly,
Kiran

Letter number 80

Write a letter to your English-speaking friend whom you visited recently. In your letter

- Tell him/her how wonderful the experience you had in his country was

- Invite him to visit your country

- Tell him what you can do for him during his visit.

Dear Sally,

Hope this letter finds you in radiant health and the best of spirits. It was such a wonderful experience that I had in your country. It was all because of your meticulous planning that I enjoyed so much in these two weeks. All the places we visited and all the activities we did during this period will always have an everlasting imprint on my memory.

Now it is your turn to visit my country. I assure you there is a lot to see and do in India. Please take at least a month off from work and believe me you will enjoy every second of it. Fortunately, my brother is getting married in May. Why don't you come then? You will also get to attend a typical Indian wedding.

We can cover historical places of Punjab, Delhi, Agra and Rajasthan during these days. I have a network of relatives in all these places and they would all be willing to extend their hospitality and accommodate us during the time.

Once again I thank you for all you have done for me. Hoping to hear from you soon!

Yours lovingly,
Kiran

Letter number 81

Write a letter to the local planning committee. A new swimming pool is about to be built in your town, the local planning committee wants all residents to let them know where to place the pool - in the centre of town or just outside the town. Write a letter describing the importance of the pool, the location you prefer and why, explain why the other location isn't suitable.

Dear Sir,

On behalf of the residents of Phagwara I am writing this letter to express my appreciation of the plan of opening a swimming pool in our town. Of the two sites you have proposed, the one in the centre of the town would be more suitable.

A swimming pool is just what the residents of the town needed. We all know children today are leading sedentary lives and it is difficult to motivate them to play outdoor games when they have so many distractions at home. Swimming, however, is different. Children like swimming and it would give them the necessary exercise also.

The location in the centre of the town would be more suitable because children could go there on their own. If the swimming pool is outside the town then parents would have to take their children there. Parents are too busy these days and so most of the times they would not be able to accompany their children. Not only for the children, but also for the adults this site would be more approachable.

We appreciate your efforts in this area.

Yours faithfully,
XYZ

Letter number 82

Write a complaint to a manager of furniture company regarding the purchase you made and the problems you had when delivery arrived. You should describe:

- Things that you bought,**
- The broken items in the furniture,**
- What do you want the manager to do.**

Dear Sir,

I am writing this letter to complain about the defective furniture that was delivered by your company.

The eight piece wood-and-glass dining set (Order number 77779) that I ordered on April 2 was delivered yesterday. As I was away on business that day, my neighbour, who has a key to my apartment) accepted the packaged set and signed for it without question. However, when I opened the teak wood dining table myself with great care, I found that two of the glass inserts were badly scratched and one was broken.

I cannot accept the table in this state and want to receive a replacement as soon as possible. In my opinion the damage seemed to be caused by inadequate packaging. In case you have any questions feel free to call me at 9888195776.

Hoping for a prompt reply from your side!

Yours faithfully,
XYZ

Letter number 83

You want to volunteer to help the old people of your community. An organization in your area works for the benefit of old people. Write a letter to the in-charge of that organization explaining

- **Why do you want to help**
- **How can you help them**
- **When will you be available**

Dear Sir,

My name is Amit Gaba and I am working with Bayer Pharmaceuticals. I have heard that your organisation works for the elderly people of the community. I am writing this letter to enquire whether it would be possible to offer my voluntary services for any kind of work in the evenings and on weekends.

I live alone and after my work hours, I have a lot of free time which I would like to utilise productively. I have done a certificate course in Gerontology and would like to help the aged in the Old Age Home of this locality. The main problem of the elderly is social isolation and by spending time with them, I could help them a lot. As it is, we belong to a greying society and the population of the elderly is growing by leaps and bounds. So, I feel there would be a lot for voluntary workers in this field. It would also be a win-win situation for me because I would be able to pass my time usefully.

Sir, I would be highly grateful if you give me the opportunity to work in this field in the evening hours and on weekends. I am busy Monday to Friday 9 am to 5 pm.

Please feel free to call me for any further information. My contact number is 9888195776.

Yours faithfully,

Amit Gaba

Letter number 84

Write a letter to your friend who asked you to give some suggestion to his son is coming to your country. Tell him which city he should go to, how he can get a job, and how he can make friends.

Dear Elaine,

Hope this letter finds you in radiant health and the best of spirits. It was such a pleasant surprise to know that your son is coming to my country, India on a 'Holiday Work Maker' visa. It is an honour for me that you have asked for my suggestions and I would be only too happy to guide him.

Chandigarh is a very nice city and the job opportunities are also in plenty. My son, Indroop, works for Delta International at Chandigarh. You know very well that my son Indroop is almost the same age your son Richard. Indroop lives as a paying guest in sector 35 and the people with whom he is staying are very nice. If Richard chooses to stay in Chandigarh, he could also stay there.

As far as job is concerned there are a few employment agencies and you have to register with them. Normally, one does not have to wait for long before getting a good job, provide you have the necessary qualifications. Making friends is also not a big issue in Chandigarh. There are a lot of places where young people hang out in the evenings. Moreover, Indroop will always be there with him.

Hoping to see Richard soon!

Yours lovingly,
Kiran

Letter number 85

As an overseas employee, write a resignation letter to your employer due to an emergency at home. Points to be covered: the reason for leaving, date of departure, and things that you loved about your job.

Dear Sir,

This letter is to notify you that I will resign my position as junior account executive, effective March 31, 2011.

I have worked for two years at Delta International where I have gained valuable experience which will be of great benefit to me during my career. My decision to leave the company is based on personal reasons. I have to return to my home country. My mother is not keeping very good health lately. She has recurrent attacks of asthma and cannot be left alone in such a situation. She is a known case of asthma but this time the attacks are more severe because of super added viral infection.

I would also like to take this opportunity to thank you for your support and guidance during the past two years. What I liked best about my job here is the employer-employee relation. It has always been very friendly. I shall take back very pleasant memories of working here.

Yours faithfully,
XYZ

Letter number 86

Write a letter to the manager of the hotel where you stayed. Write about a member of staff who helped you solve a problem. In your letter

- introduce yourself,

- explain the situation, what was the problem and who fixed it,

- offer to reward the person in a certain way.

Dear Mr John,

My name is Indroop Singh and my family and I have just returned from a two week vacation to Goa. I wanted to thank you for a wonderful time and your special consideration for our family.

We were very concerned about our stay because as we landed on Goa Airport my son fell from the escalator and fractured his leg. After getting the necessary treatment from a doctor we reached the hotel. Our suite was on the first floor but your housekeeping manager, Rohit Basu, immediately upgraded us to the ground floor suite. Not only that we got a complete new set of linens and towels in our room along with your note of welcome.

Mr Rohit Basu personally took care of my son. I was afraid I would have to cut short my holiday but because of him such a situation did not arise. What he has done for me cannot be compensated in any way but it would give me immense pleasure if he accepts this cheque of Rs.5000/- which I am attaching with this letter as a token of my thanks.

Yours sincerely,
Indroop Singh

Letter number 87**Write a letter to a local NGO (charity organization) and ask how you can join that organization.****Dear Sir,**

My name is Amit Gaba and I am working with Bayer Pharmaceuticals. I have heard that your NGO works for the elderly people of the community. I am writing this letter to enquire how I could join your organisation and offer my voluntary services for any kind of work in the evenings and on weekends.

I live alone and after my work hours, I have a lot of free time which I would like to utilise productively. I have done a certificate course in Gerontology and would like to help the aged in the Old Age Home of this locality. The main problem of the elderly is social isolation and by spending time with them, I could help them a lot. As it is, we belong to a greying society and the population of the elderly is growing by leaps and bounds. So, I feel there would be a lot for voluntary workers in this field. It would also be a win-win situation for me because I would be able to pass my time usefully.

Sir, I would be highly grateful if you give me the opportunity to work in this field in the evening hours and on weekends. I am busy Monday to Friday 9 am to 5 pm. Please let me know the procedure for joining the organisation. Please feel free to call me for any further information. My contact number is 9888195776.

Yours faithfully,**Amit Gaba**

Letter number 88

You organized for a relative a 90th birthday party in a hotel, many elderly guests attended this party which is of great success. Write a letter to thank the hotel manager. In your letter:

- Give the details of the party**
- The reason why the party was so successful**
- Mention a staff who helped you a lot**

Dear Sir,

I celebrated my aunt's 90th birthday at your hotel on 6th April. It was a great success and it was all because of your excellent services. Thank you so much for everything.

The party was on 6th April at 7.30pm. There were about 100 guests. I had invited all my relatives and family friends. There were many elderly people in the party. Three of my elderly guests were on wheelchairs. I had meant this party as a surprise for my aunt. We had some games like musical chairs which were enjoyed by all.

All your staff was very co-operative but I must specially thank Mr Rohit Bali for the special care and attention he gave to all my guests. Every guest was looked after. There was soft music in the background and a lot of snacks. The preparations were very delicious. The snacks reached each and every table and even the cake cutting ceremony was very nicely arranged.

Thank you once again for your co-operation due to which my party was a memorable one.

Yours faithfully,
XYZ

Letter number 89

Inform bank manager in a letter about the fact that you cannot go to an agreed meeting.

You should cover the following:

- inform and apologize**
- describe the reason for your absence**
- propose new time**

Dear Sir,

I have a meeting regarding a home loan fixed with you for 24th April 2011. Unfortunately, I shall not be able to make it on that day. I apologise for the inconvenience caused because of this.

My elderly aunt and uncle are arriving from Canada for one week which happens to be the last week of April. I have to be with them during the entire week and therefore I have cancelled all my appointments for that week. Actually, they want to get their complete medical examinations done from here. Even after being in Canada for so long they trust our Indian doctors much more.

I would be very grateful if you could reschedule our appointment for any day in the first week of May. You can call me at 9888195776 to inform me the new date or alternatively you may e-mail me at kiranmakkar@hotmail.com.

Once again I apologise for the inconvenience and thank you for your kind consideration.

Yours faithfully,
XYZ

Letter number 90

You heard that there is a group of people doing unpaid work helping old people in the local community. Write a letter to the group. In your letter, you should :

Tell how you heard about the group

Confirm the importance of their work

Give details of what you can do to help?

Dear Sir,

My name is Amit Gaba and I am working with Bayer Pharmaceuticals. I heard from one of my colleagues that your group works for the elderly people of the community. I must congratulate you on doing this commendable job. Today we belong to a greying society and as people live longer, they face many problems also during this time.

I am writing this letter to enquire whether it would be possible to offer my voluntary services for any kind of work in the evenings and on weekends. I have done a certificate course in Gerontology and would like to help the aged in the Old Age Home of this locality. The main problem of the elderly is social isolation and by spending time with them, I could help them a lot. I could also guide them in some yoga exercises which would really help to keep them fit.

Sir, I would be highly grateful if you give me the opportunity to work in this field in the evening hours and on weekends. I am busy Monday to Friday 9 am to 5 pm.

Please feel free to call me for any further information. My contact number is 9888195776.

Yours faithfully,

Amit Gaba

Letter number 91

You lost something and someone found it and sent it to you. Writing a letter to that person

- Thanking the person

- Explain how you must have lost it

- Explain what was there in it and why it was important to you

Dear Mr. Rohan,

Thank you so much for returning my briefcase containing my important documents to me. I received the package by courier only today morning.

Actually, last week I travelled from Bombay to Delhi on Shatabdi Express. My briefcase was in my suitcase but I had to see an important phone number and so I took it out. But somehow, absentmindedly, I forgot to put the briefcase back. When my stop came I just rushed out with my suitcase and forgot my briefcase in the train. Fortunately it came in your hands and you tracked my address from my diary inside the briefcase.

There were many important documents inside the briefcase. My driving licence, my business papers, my contacts diary and many more important documents were in there. I don't know what I would have done without them. Thank you once again for this kind gesture.

Do let me know if there is anything I can ever do for you. My contact number is 9888195776.

Yours sincerely,
Kiran Makkar

Letter number 92

Write a letter to a English-speaking friend. Thank him/her for the vacation spent there and for their help with your injury. Tell them about your trip back, and the effects of this injury.

Dear Sally,

Hope this letter finds you in radiant health and the best of spirits. It was such a wonderful experience that I had in your country. It was all because of your meticulous planning that I enjoyed so much in these two weeks. All the places we visited and all the activities we did during this period would never have been possible without your help.

After I slipped and had a fracture in my wrist, I thought that my holiday was ruined. But thanks to your timely help, I got very good treatment and enjoyed my whole vacation very nicely. On my trip back, I had some problems. I could not keep my cabin luggage in the cabin and I had to take the help of the crew members. Apart from that I did not have much problem.

Now it is your turn to visit my country. I assure you there is a lot to see and do in India. We can cover historical places of Punjab, Delhi, Agra and Rajasthan during these days. I have a network of relatives in all these places and they would all be willing to extend their hospitality and accommodate us during the time.

Once again I thank you for all you have done for me. Hoping to hear from you soon!

Yours lovingly,
Kiran

Letter number 93

You are about to move to an English-speaking country to study. You have a friend living there and you want to find a part-time job. Write a letter to your friend

- Explaining your scholar plans,

- Your reasons to get a part-time job,

- Suggest how he/she can help you finding a job.

Dear Sarah,

Hope this letter finds you in radiant health and the best of spirits. The good news is that I got accepted for a 'Graduate Diploma in International Business' in Leeds University. So I will be near you for the coming year.

I applied for this diploma two months ago and only yesterday I got the visa. I shall be coming on the 20th of next month. The orientation is from 22nd to 29th and the classes start on 1st May. I need your help in finding me a part time course. The fee structure for international students is very high and we are allowed 20 hours of part time work during the course.

I have heard that the on-campus jobs finish very soon. If you could reserve a job in the computer lab or the library, I would be very thankful to you. You are a native of that place and your recommendation would easily get me a job. If these jobs are not available then any job would do. It is very important for me to at least meet the expenses of boarding and lodging.

Hoping to hear from you soon!

Yours lovingly,
Kiran

Letter number 94

An international company is offering a temporary job for work experience, write a letter to apply for that job. You need to explain

-where did you find this information

-why you want to apply this job

-what qualification you have

-what position you want to apply

Dear Sir,

I am writing to apply for the temporary job of a sales manager in your company Delta International. I read an advertisement regarding this job in the Employment News weekly and through that advert I came to know that you need sales managers for the evening hours.

I have graduated from at the University of Texas. My major was International Marketing. It is very important for me to work so that I get some practical experience. Attached is a copy of my resume. I would be happy to provide references from members of the community.

The job, as described, sounds very much like what I am looking for. This job would provide me a very good work experience. Nowadays when you apply for a job work experience is given a lot of importance. I would stand better chances of getting a job and I also know I would provide excellent service.

I am available to come for an interview at your convenience and look forward to hearing from you soon.

Yours faithfully,
Kiran

Letter number 95

You have rented an apartment and the neighbours are disturbing you. Write a letter to your landlord explaining what the problem is, what did you do to solve the problem and what action you want the owner to take.

Dear Mr. James,

I am your new tenant from apartment number 341, Harrison Street. I moved in with my family one month ago. I am writing this letter to appraise you with some problems that we are facing because of the neighbours.

When I signed the lease it was told to me that there could be no more than two persons living full time in a studio apartment. That is definitely not the case in the apartment directly above mine, 337. During the one month I have been here there must have been at least 6 adults and three young children somehow squeezed into that studio apartment. The constant noise and the traffic into and out of the apartment and the four cars they use, is very annoying.

Last week I politely told them about the rules of tenancy of these studio apartments, but they just ignored what I said. Please look into the matter soon and either change their apartment or move us to the apartment in the far right hand corner which is away from this entire disturbance.

This problem needs immediate action. I have signed a lease of one year with you and the rent is also on the higher side because the area is very good but if you don't do anything about the neighbours then it will be difficult to stay here.

Hoping for a prompt action from your side!

Yours sincerely,
Kiran

Letter number 96

You have recently left something in a train, write a letter to the manager of the Lost and Found department and specify:

- when you lost it,**
- describe the object you have left,**
- tell the manager what you want them to do with it.**

Dear Sir,

I recently travelled from Delhi to Bombay on Shatabdi Express. I am writing to report about something that I lost on the train.

When I returned home I discovered that I had left my black, plastic CD case in the train. It can hold 20 CDs. Most of the CDs are of old songs but there are 2 CDs which have some backup of the data which is very important because I had to get my computer repaired and all that data is no longer in my computer. The CD cover has my name and address on the inside cover. It must have fallen off my lap onto the floor.

I would really appreciate if you take some efforts to find the CD case. If the case is found, please courier it to me at 341, Juhu Drive. I would be happy to pay the courier charges. If you need any other information do not hesitate to call me at 9888195776.

Hoping to hear from you soon!

Yours faithfully,
Kiran Makkar

Letter number 97

The letter was on booking a hotel room, number of people, general plan while staying there and any special requirements.

Dear Sir,

My name is Mohit Gaba. I am planning a holiday in Goa with my family. I am writing this letter to book a suite in your hotel.

We would be four in number, my wife, my two children aged 3 and 5 and I. I would like an ocean-view suite. My elder son has an allergy to smoke. So, I would like to stay in a non-smoking unit. If you assure me that we would get a non-smoking suite I would be ready to make a reservation. I would also like to know of the sightseeing tours that your hotel organises for its customers.

Please inform me in writing of such a suite and I will respond with a deposit. I would need the suite for 5 days and four nights. If you need any other information, please do not hesitate to call me at 9888195776.

Hoping for a prompt reply from you!

Yours faithfully,
Mohit Gaba

Letter number 98

Your friend is asking for your advice, she goes to a university and can't decide whether to study music or business management. Write a letter and in it say how you felt when you got the letter, what the good points are for both sides and what your advice is.

Dear Sarah,

It was such a pleasant surprise to hear from you. I feel honoured that you have asked for my advice regarding the choice of subject.

Music and business management are very different subjects. Both have their own scope. Today, we live in a global village and doing any business in this era of globalisation would definitely need some degree in hand. If you do the course in business management, you would be able to start your own business or help a lot in your parents' existing business. However, I feel that there is a lot of saturation in the field of business management.

Considering your exceptional abilities in singing and playing instruments like the guitar, I would suggest you go for music. Music has a lot of scope today and people in this field are earning telephone-figure salaries. Nowadays many reality shows related to music are going on and people are willing to pay anything to get their children the best coaching. You have innate abilities in the field of music and a degree would polish you further. Music holds a bright future for you.

Hope my advice satisfies you. Do convey my regards to your parents.

Yours lovingly,
Kiran

Letter number 99

You have moved to a new place. Write a letter to a friend giving reasons why you moved to that place. Describe that place. Invite your friend to visit you.

Dear Sarah,

Hope this letter finds you in radiant health and the best of spirits. The good news is that I got a promotion and so I have moved from Phagwara to Chandigarh.

You know very well that I have been working with the HDFC Bank for the last five years. My promotion was long overdue. Last month I got my promotion and along with that I also got a transfer to the head office at Chandigarh.

Chandigarh is a very nice and beautiful city. In fact it is the most well planned city of Punjab. There is a lot to see in Chandigarh. The shopping centres are too good and even the night life is very good. There is the Sukhna Lake which is always full of tourists. Then there is the famous Rock Garden made completely from waste materials. It is the effort of a single person Nek Chand over a period of 12 years.

I got my accommodation through the bank in sector 35. Why don't you come over for a few days. I am sure you will like it here. We would visit all these places together and also share some nostalgic memories of our college years.

Hoping to see you soon!

Yours lovingly,
Kiran

Letter number 100

You are a passenger of an airline company and during the flight you feel extremely unsatisfactory to the service. Please write a Letter of Complaint to the company. In your letter, you should

Say how you are ignored

Give some suggestions to fix the problem

Tell the airlines that further action will be taken if this problem remains unsolved.

Dear Sir,

I have been a satisfied customer of Kingfisher Airlines for many years, flying frequently from Delhi to all points around the country. However, I am writing this letter to complain about the extremely unsatisfactory service I got while I flew last time from Delhi to Bombay.

The cabin crew on flight number 532, from Delhi to Bombay, on June 18, was very impolite. My wife's request for water was met with, "you will have to ask the other flight attendant." Our requests for pillows and blankets were also turned down flat. Food and drinks were also served very late.

I did not write down the names of the attendants. I am sure you can find them from your records. You should either change the crew members or reprimand them severely. I will probably give Kingfisher Airlines one more chance on my next trip, but another unpleasant flight will probably be the last one for me with your company.

Yours faithfully,

XYZ

Letter number 101

The local newspaper is holding a "best neighbor in the area" competition. Write a letter to the newspaper to recommend your neighbor for this competition. In your letter,

Introduce yourself

Say whom you are recommending

Explain why this neighbor should be the winner of this competition

Dear Sir,

As I was flicking through the pages of your esteemed daily, I came across the "best neighbor in the area" competition that you are holding in our locality. I would like to recommend Mr. Deol, my neighbour, as the most worthy competitor for this contest.

I am Narinder Singh from 321 Bara Dari area. My neighbour, Mr. Deol is a retired army personnel. Ever since he has moved in this colony, he has brought dramatic changes in our area. It is because of him that our area is the most beautiful area in our city. He has planted more than 100 trees in the neighbourhood and himself nurtured them by watering them every morning and evening.

The park in our area was in a very bad condition. He went from house to house and collected money from all the residents and then hired workers to beautify the park. Now all the children play there and he sits there to keep an eye on them. All the people in our area love him because he is such a big help. He is always ready to help anyone in need with his time and money. Being from an army background, he is himself very disciplined and is a good role model for all of us.

Mr. Deol rightfully deserves to win this competition. I recommend his name once again.

Yours faithfully,
Narinder Singh

Letter number 102

You are a member of a sports club located in an old building. The manager asked you to suggest some improvements to the building. Write a letter to your manager and say

- Why the club is important to you**
- What improvements should be made in the building and**
- How these changes would benefit the members**

Dear Sir,

I am a life member of your Leo Sports Club. I am writing this letter in response to the notice you have sent to all the members to suggest improvements in the building.

This club is very important for me. I have been a member for the past ten years. I regularly come there with my family to play snooker and do swimming. However, I do agree that the building is in a very bad state and needs a lot of renovation.

The whole building needs a fresh coat of paint. The changing rooms too need a few changes. The bolts on the doors and windows are all broken as a result of which anyone can budge into the room while we are changing. To add to it, the curtains are so dirty that they smell. The urinals attached to the changing rooms also stink. The dust bins are also very dirty. The swimming pool also needs a new filter system.

All these changes would benefit all the members. Many members are not renewing their membership because of the problems. If these renovations are done then this sports club could get back its original glory.

Hoping for a careful consideration of these suggestions!

Yours faithfully,
Kuldeep Singh

Letter number 103

You had an appointment to meet someone but you were not able to make it. Explain the reasons why you couldn't be there. Tell him/her how you tried contacting him/her. Request another meeting.

Dear Sir,

I had a meeting regarding a home loan fixed with you for 24th April 2011. Unfortunately, I could not make it on that day. I apologise for the inconvenience caused because of this.

My elderly aunt and uncle are arrived unexpectedly from Gurdaspur on that day. Uncle was suffering from a heart problem for which I had to rush him to the hospital. I had to be with them during the entire week he was at the hospital. He was quite serious but fortunately he has recovered completely now because of timely medical help. It was a very tense period and in all that hustle and bustle I could not inform you in time. I am sorry for that.

I would be very grateful if you could reschedule our appointment for any day in the second week of May. You can call me at 9888195776 to inform me the new date or alternatively you may e-mail me at kiranmakkar@hotmail.com.

Once again I apologise for the inconvenience and thank you for your kind consideration.

Yours faithfully,
XYZ

Letter number 104**Write a letter to local council about the closure of playground and explain****- why so few children are using the playground****- how to increase the number of children using the playground****- why this is important**

Dear Sir,

I am writing this letter to appraise you with an important issue concerning the children of our area. The local playground located in Model town has been used by many children over the past years. It used to be the source of much fun and laughter, a safe meeting place for many children.

Unfortunately, nowadays the playground is very run-down and in bad condition. The seats on the swings are broken and the see-saw is also wobbly. There are some cracks on the slides which could be very dangerous for children. There are also no shady trees for children to sit and play. That is why parents are worried about children going to that playground and so few children are seen there nowadays.

If we are to encourage our children for outdoor activities then it is important to immediately improve the condition of the playground. As it is children today are suffering from childhood obesity and so beautiful and well-maintained playgrounds are a must to encourage children to do outdoor activities. It is my humble request to have new swings, see-saws and slides because the earlier ones are beyond repair. Shady trees need to be planted which in due course of time will be a big asset.

Hoping for a prompt action from you regarding this matter!

Yours faithfully,
Kiran Makkar

Letter number 105

Your friend is visiting you for a week. However, the dates that she is visiting you are not suitable for you. Write a letter to her -

- apologizing

- explaining why the dates don't suit you

- suggest an alternative plan

Dear Mohit,

Hope this letter finds you in radiant health and the best of spirits. I was so happy to know you are coming here for a week's holiday but unfortunately I have to leave for an urgent business trip to Delhi. It would be very nice if you postpone your trip for one week and come on the 20th instead of the 13th April so that we can enjoy together. I am really sorry for this inconvenience.

I have to leave on 20th May as a few clients are coming from UK. There is an exhibition going on in Delhi which they are coming to see and they have requested me to show them our company's products there only. This meeting is very important for my business. I have been preparing for it for the last two months. As the clients are from overseas I cannot tell them to change their plans. I hope you understand.

The next week I shall be absolutely free. I assure you there is a lot to see and do in my home town. There are some historical places in my home town which we shall visit together. There are two temples related to the sixth guru of the Sikhs and an ancient Shiva Temple. Then there is a restaurant, Haveli, which depicts traditional Punjabi hospitality. Every night there is a cultural show also over there. I have been there several times but with you it will be a different experience.

Hope to see you on the 20th April. Once again I apologise for the inconvenience caused because of the change in plans.

Yours lovingly,
Manjot

Letter number 106

Write a letter to an editor of a newspaper regarding your concern about construction of multi-storey building in the current park location. In your letter say:

- How did you come to know about the plan**
- Why it is important for you**
- What is your opinion about this plan.**

Dear Sir,

On behalf of the residents of Model Town, Phagwara, I am writing this letter to express my concern about the construction of a multi-storey mall in place of a park. None of us is happy about the idea. I heard this news from someone working in the Municipal Committee office.

As you are the editor of an esteemed daily, I would like to exercise the power of your pen to reach our views to the officials. The park is a big asset to the people of our town. As it is nowadays we are living in a concrete jungle. Parks are the lungs of the community. We do not need another multi-storey building. The park is always full of children playing with each other. The elderly sit on the benches for hours chatting to each other.

A multi-storey building will bring a lot of congestion in the area. The whole area which is very peaceful now will turn into an overcrowded area full of air and noise pollution. The media is supposed to be a link between the government and the people. It is our humble request to reach our resentment regarding this plan to the government. The multi-storey building should be in the suburbs and not in the city.

Hoping you will help us in this matter.

Yours faithfully,

XYZ

Letter number 107

You ordered two items through internet and you received two different items. Write a letter to the manager:

- Explain about what you ordered,**
- Ask why the two other items were different,**
- Ask about how would he solve this problem.**

Dear Sir,

Today morning I received my order of the external hard disk and the camera that I had ordered over the internet from your website www.lears.com . I was shocked to see that both the things were very different from what I had ordered.

I ordered an external hard disk of WD Company and I specifically ordered a 500 GB one. What I received was a hard disk of 250 GB and that too of Sony. The second thing I ordered was a Canon Power Shot camera of 12 mega pixels but you sent me a Sony Cyber Shot of 7.2 mega pixels.

I have been a regular customer from your website but such a problem has occurred for the first time. I paid online for the two things I ordered and I printed out the receipts. I fail to understand how this mistake could have been done.

I would like you to either send me the refund or the actual items I purchased. Also please advise how you want me to send these things, which I got, back to you. Hoping for a prompt reply from you regarding this matter!

Yours faithfully
Kiran Makkar

Letter number 108

Write a letter to the head of the department of education to show your appreciation of a course you attended. In you letter

- explain about the course,**
- how have the course benefited you in your life/work.**

Dear Sir,

I am Karan Batra from Phagwara, Punjab. I have recently done a course in 'Communication Skills and Personality Development' from your college. I am writing this letter to thank you for offering such courses for the benefit of the students.

This course of 'Communication Skills and Personality Development' is basically what is needed by all students in the competitive era of today. In the globalised world of today we all have to present ourselves and to do that we need excellent communication skills. You may have a doctoral degree in hand but you are nowhere without good communication skills.

Ever since I have done this course I have become more confident and I feel better prepared to face the challenges of life. I have to go for job interviews and group discussions and I feel that now I don't need to fear them. Thank you once again for providing such courses.

Yours faithfully,
XYZ

Letter number 109

You have been invited by your colleague to his farewell party. You are not able to attend the party, write a letter to the friend

- explain the situation,

- say why you are not attending,

- say something about the period you have worked together and his/her work.

Dear Nidheesh,

It was with mixed emotions that I got the news of your promotion because it also brings with it your transfer and the fact that you are leaving us all. Thanks for inviting me to your farewell party but regretfully I have to inform you that I would not be able to make it on that day because of some prior engagement.

It so happens that my first cousin's wedding is also on that very day. It is a family affair and I cannot be absent from there. I am an active participant in the arrangements of that day. Any other appointment could have been avoided or postponed but I just cannot miss this one.

Anyways, I wish you all the best in life. Whatever time I have spent with you in office will always have pleasant memories in my mind. It is from you that I have learnt how to meticulously plan time. You have always been my friend, philosopher and guide. I shall always keep in touch through phone and e-mail. My e-mail ID is rajeshkakk@rediffmail.com. Do let me know your new phone number so that I can keep in touch.

Yours sincerely,

Rajesh

Letter number 110

Write a complaint letter to a moving company, let them know that they have damaged some of your furniture, tell them you're not happy about the service and suggest a solution.

Dear Mr. Singh,

I hired your company 'Packers and Movers' for shifting my belongings from Amritsar to Chandigarh two weeks ago. My experience with you has been rather bad because my expensive dining table and dressing table are totally ruined.

I hired you after reading an advertisement in the local paper in which you have bragged about your excellent service. My dining table had a toughened glass topping which now has an ugly crack on the corner. The dressing table also has scratches all over it. I believe it is because of inefficient packing done by your men.

The solution that I can suggest is that you get a new glass top for my dining table and the dressing table re-polished. Alternatively you can reimburse me for the amount that I spend on both these things. I cannot use both things in their present condition. I hope you realise the value of a satisfied customer.

Hoping to hear from you soon! My contact number is 9888195776.

Yours sincerely,
Indroop Singh

Letter number 111

Write a letter to your professor about your recent internship and future plans after graduation. In your letter

- Thank him,**
- Tell about your duties at internship,**
- Share your plans for after graduation.**

Dear Sir,

My name is Mohit and I am from India. It was wonderful being your student in the 'Business Management Course', this year at Melbourne. Thank you so much for your guidance because of which I passed out with flying colours.

I have recently done my Internship at Sears International at Melbourne. My duties there were very diverse. All interns were given an orientation on the first day and after that we were sent in small batches to various departments for few days each. It was a very nice experience. It was as if we were converting our theoretical knowledge into practical. My theoretical concepts were very clear because of your guidance and so I learnt a lot there.

After seeing the working there I feel that I should pursue my masters in the same course. The salary you receive after a Masters course is much higher than that after an Undergraduate course. I have applied in the University of Melbourne and if I am fortunate enough to get admission, I shall again have the opportunity of studying from you as I have heard that you are taking the graduate classes too.

Thanking you once again for your valuable advice and guidance.

Yours faithfully,
Mohit

Letter number 112

You are planning to go on a holiday in an English-speaking country where one of your friends resides. Please write him a letter and let him know about the upcoming trip. In your letter:

- Ask for recommendations for places to visit during your trip.**
- Ask about accommodations.**
- Advise on a program that you and your friend can do together once you will meet him.**

Dear Samaira,

Hope this letter finds you in radiant health and the best of spirits. It has been a long time since we met. I am writing this letter to inform you that I am coming for a holiday in your area with my husband and I wanted to take some information from you.

First of all, I would like to know how the weather would be like in the month of April. Actually, my husband is getting a two week's leave then and we would like to come at that time. Secondly, I would like to know what all is there to see and do in your area. If we plan in advance then we shall be able to make the most of our time. Finally, I would be very grateful if you suggest some economical but good place to stay in.

Please write at the earliest so that I can be relaxed about the arrangements. I would also like to spend some time with you. It would be great to share some nostalgic memories of our college years after such a long time. Do let me know if you would like to have anything from India. I shall be too happy to get it for you.

Waiting eagerly for your reply!

Yours lovingly,
Kiran

Letter number 113

You have bought an airline ticket, but for some reason you will not be able to travel on the day scheduled. Write a letter to the airline company:

- Providing the details of you flight,**
- Explaining the situation, reasons why you cannot travel,**
- Saying what you expect the airline company do to.**

Dear Sir,

I booked a ticket for 12th January form Delhi to Houston. My customer reference number is VX 234 and my flight number is KL 661. I am writing to inform that I shall not be able to travel on that day and so I would like to reschedule my booking for 22nd January.

I intended to travel on the 12th of January but unfortunately my sister met with an accident yesterday. She has sustained multiple fractures and is hospitalised. She needs my moral support. So I shall only travel once she is discharged from the hospital.

I would be very grateful if you cancel this ticket and rebook my ticket for 22nd January. I have heard that there are no extra expenses for one time change of ticket. But if there are any extra expenses incurred, do let me know so that I can make the payment.

Please feel free to contact me if you have anything to ask me. My contact number is 9888195776.

Yours sincerely,
Kiran Makkar

Letter number 114**You recently met a manager from a new company that has just opened in your town.****After the meeting, he wrote to you to offer you a job in this new company. However, you want to stay in your present job. Write a letter to the manager. In your letter,****Thank him for the offer****Explain why you want to stay in the present job****Recommend a friend for the job in the new company**

Dear Mr. Timmins,

It was a real pleasure to meet you last week in the Rotary Club meeting. Your mail regarding the job offer also came as a pleasant surprise. Thank you so much for considering me suitable for working as Senior Manager in your Company.

However, after careful deliberation I have decided to decline this position. As I mentioned in our discussions last week, I am currently working for Delts International and enjoying immensely my sales position there. Now my company has offered me a promotion which I feel I cannot let go.

In the meantime, I would like to recommend my friend Amit Gaba as a strong potential candidate. He has a strong background in sales and is currently looking for a good job. He can be reached on the mobile number 9888195776.

Thank you once again for your confidence in offering me an opportunity to work for your organisation. I am sorry if I have caused you any inconvenience.

Yours sincerely,
Mohit Ghaie

Letter number 115

One of your friends in a foreign country is starting an import-export business, and he has asked you to recommend a product from your country to him. Write a letter to your friend. In your letter,

Say what product you want to recommend to him

Tell him where he / she can get this product

Explain why you want to recommend this product

Dear James,

What a surprise to receive your letter yesterday! I am thrilled to read that you're planning to start an import-export business in Southall. I feel honoured that you have asked for my advice regarding a product to import from India.

I would suggest that you import traditional Punjabi Suits from here. I have seen that Southall is full of Punjabis. In fact people call it the mini Punjab. People crave for traditional Punjabi suits over there and I am sure you will get a good business. You can add matching accessories like bangles and other jewellery with it.

I can help you in this endeavour. You just make one initial visit and after that I shall take care of things. You can buy stuff from Delhi, Amritsar and Patiala. For the jewellery you can visit Jaipur. You can get very good jewellery in all colours to go with the dresses.

I have recommended this product to you because my cousin is already in this business and I know that he exports these dresses to many parts of the world. So, I know they are popular in the west and you will also do well. Moreover, my cousin can guide you where to get the latest variety at reasonable rates.

Hope you like my suggestion. Looking forward to hearing from you soon.

Yours lovingly,
Preetmohan.

Letter number 116

You are working in an English speaking country. Recently, you have learned that a person who lives near your home can offer English lessons. Write a letter to this person. In this letter,

Tell him / her how you got to know about the lesson

Explain why you are interested in this lesson

Say when and where you want to have the lesson

Dear Mr. Mathews,

I came to know about the English classes you offer from the advertisement in a local newspaper. I would like to receive some English instruction from you.

I am currently working as a salesman in a local readymade garment store. I find that I am not able to communicate as effectively as I would like to. I think that my lack of English ability is causing me to lose out on some sales. I would therefore appreciate your help in developing my fluency in customer sales.

From your advert I learnt that you live in my neighbourhood and that you offer classes in the late evenings. That time would be very suitable for me. I would like to begin the lessons early next week. Please feel free to contact me any time on 9888195776 to discuss a suitable time.

I really hope that you will be able to help me to become a better salesman!

Yours sincerely,
Jagdeep.

Letter Number 117

Write a letter to the landlord and complain about the repair work. In your letter, you should include:

The details of last repair

What the problem is

Give suggestions to landlord on how to repair it

Dear Mr. Smith,

I am your tenant from apartment number 11102, Bissonnet Street. I am writing to complain about the repair work you did on my kitchen cupboards. Most of the work you did was satisfactory but, unfortunately there are some problems that require immediate attention from you.

As you are well aware, you had to get the kitchen cupboards repaired and re-installed. Most of the cupboards have been well installed but the one just next to the cooking range is not well fitted. There is a problem with its doors. They are not closing properly. As a result they keep opening and can cause injury.

I request you to get the work properly finished. My parents are coming to stay with me for a month and I don't want any injury to happen to them. I therefore urge you to get this problem fixed within this week. You may call me at 9888195776 to confirm the day.

I look forward for a prompt action from you regarding this matter.

Yours sincerely,
Kiran Makkar

Letter Number 118

You invited your family to have a special celebrate dinner in a well-known restaurant, but you are unsatisfied with the meal. You are writing to make a complaint. In your letter, you have to say:

What the situation is;

What the problem is;

What you want them to do.

Dear Sir,

On October 20th, I took my family members to your restaurant to celebrate my mother's birthday. My friend recommended your restaurant as he is your regular customer. However, my experience has not been so good.

My first complaint is that your servings are too small and not at all value-for-money. We ordered your giant burgers thinking that one would be enough for each of us. But your giant burger turned out to be just the regular size that we get elsewhere. Then, when we asked for extra sauces, your waiters told us that we would have to pay extra. They were quite discourteous also.

I think that it would be a good idea to either change the amount of food you serve or reduce the cost of the meals because at the moment I think your prices are too high for the amount of food you serve. The extra sauces also should be free with the food ordered. It would also be a good idea to teach some basic manners to your waiters.

I would like to be your regular customer for the quality of food you offer. So, if you look into the other things it would be very nice of you.

Yours faithfully,
Kiran Makkar

Letter Number 119