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Class - XII

English

Composition

Letter Writing

Neha Rajvanshi

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Letter Writing



Letter to The Editor

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Letter Writing

Q. Imagine you are Arun/Anjali, living at nagina Bagh, Chittorgarh. Write a letter to the Editor. 'The Hindu' to draw the attention of the General Manager for taking action for the poor maintenance of the state transport buses.

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Letter Writing

21 Nagina Bagh
Chittorgarh
11 March, 2024

Sender's address

Date

The Editor
The Hindu
New Delhi

Sub : To draw the attention of the General Manager for taking action for the poor maintenance of the state transport buses.

Sir,

Through the columns of your esteemed newspaper, I would like to draw the attentions of the General

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Letter Writing

Manager for taking action for the poor maintenance of the state transport buses.

On 2 March 2024, I travelled to Kota by the State transport bus no. RJ 14 GA 1357. I found the seat torn, the floor very much dirty, the gate defective and the loose windows making sound throughout the journey. It was a discomforting journey.

I hope the General Manager sir would take swift action otherwise I'll have to move to the Honourable court.

Thanking you
Yours truly
Arun/Anjali

Arun

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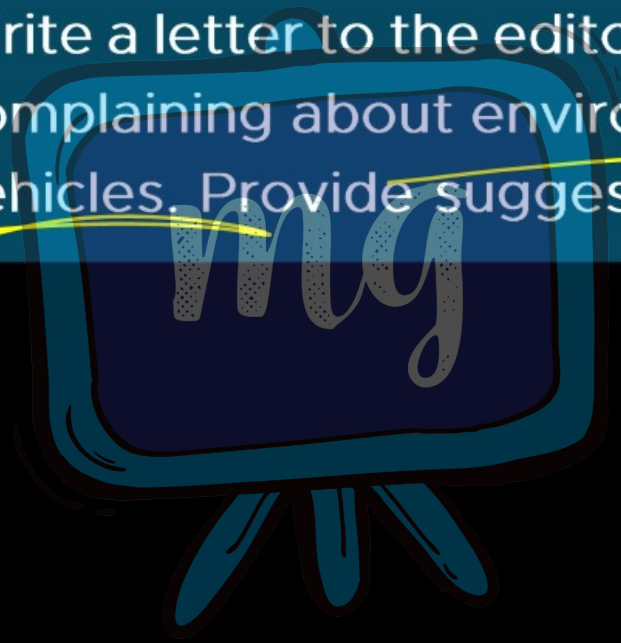
Letter Writing

Q. Write a letter to the editor of any newspaper complaining about environment pollution by vehicles. Provide suggestions in your view.



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Letter Writing

Examination Hall
Jaipur
4 March, 2024

The Editor
The Hindustan Times
Jaipur

Sub : Environment pollution by vehicles.

Sir,

Through the columns of your esteemed newspaper, I would like to draw the attention of the authorities and the public to the growing menace of environmental pollution byvehicles.

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Letter Writing



The emission of smoke by vehicles is adding carbon dioxide to atmosphere. Consequently, the temperature is increasing. It disturbs the delicate environmental balance. It harms the human beings in many ways. The hydrocarbons and other particles emitted by the vehicles add fuel to the fire.

'Public Transport System' should be made fast, frequent, comfortable and cheap. Metro rails and sky bus are helpful. Eco-friendly devices and green should be used in vehicles. Overloadedness should be banned.

With thanks

Yours truly

Arti Gupta

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Letter Writing



Application for a Job

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Letter Writing

Q. You are Amita/Amit. Write a job application for the post of a clerk with your resume.



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Letter Writing

1, Shiva Colony
Alwar
8 March, 2024

The Manager Personnel
HDFC Bank
Alwar

Sub : Allplication for the post of 'Clerk'.

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Letter Writing

Dear Sir,

In response to your advertisement in Dainik Bhaskar dated 7 March 2024 for the post of a clerk. I submit my candidature for the same. My resume is enclosed here.

If I am given a chance, I promise to serve your concern to the best of my abilities.

Thanking you

Yours Faithfully

Amita

Encl. : Resume

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RESUME

1. Name : Amita
2. Father's Name : Ishant Kumar
3. Home Address : 21 Shiva Colony, Alwar
4. Mobile Number : 0000000000
5. Qualification : B.Com. from University of Rajasthan, Jaipur in 2016 with 79% marks.
   M.Com. in Accountancy from University of Rajasthan, with 81% marks.
6. Experience : Working with Adarsh Co-operative Bank as clerk since 2022
7. DOB : 27 July 1992
8. E-mail ID : Amita@gmail.com

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Letter Writing

Q. Write a job application for the post of an English Lecturer to the Principal Mahatma Gandhi Govt. Sr. Sec. School, Ramnagar. You are Geeta, living in Jaipur.

MA (English Literature)

B.Ed