

Q. 4 ① Write a letter to the collector of your district about the lack of facilities and malfunctioning of the govt. Hospital of your area.

② Write a letter to the collector of your district about the nuisance of loudspeakers in your area requesting him to impose a ban on the use of loudspeakers.

③ Write an Application to the principal of your school requesting him to issue a school leaving certificate / T.C.

④ \_\_\_\_\_ " \_\_\_\_\_ C.C.

⑤ Write a letter to your friend inviting him to your elder brother's / sister's marriage.

Q. 5 essay - ① Wonder of Science.  
② Covid - 19

207, Ramesh Nagar

Bhopal (M.P.)

March 06, 2020

To,

The Collector

District Bhopal (M.P.)

**Dear Sir,**

**Sub : Malfunctioning of the Govt. Hospital**

**Bhopal,**

Sir,

**I beg to draw your kind attention to the lack of facilities and malfunctioning of the**

**government hospital of your area. There are**

**only two types of fresh water taps which are**

**insufficient. Most of the patients have to drink**

**water from stored in tanks for days together.**

**The toilets also remain unclean most of the**

**time.**

**I shall be greatly obliged if you could look into**

**the matters.**

Q. 11. Write a letter to the Superintendent of Police about the nuisance of loud speakers.

Ans.

Moh. Aakash Nagar,

Bhopal,

13<sup>th</sup> February, 20.....

To,

The Superintendent of Police,

Bhopal.

Subject : Nuisance of loudspeakers.

Dear Sir,

I beg to bring to your kind notice the annoyance and inconvenience caused to several people, mainly students in this locality by the unrestricted way in which loudspeakers are allowed to be used both during night and day by some people.

For instance, only yesterday we had to tolerate loudspeakers all the twenty four hours of the day in our locality. Although my house is one kilometre away from the place where the loudspeaker was being actually played yet I could not sleep whole night. I really wonder how people residing nearby were able to put up with the noise. And, how students could have been able to study.

I, therefore, suggest, there should be a restriction of hours as well as volume at which the loudspeakers can be played, so that should not become a source of irritation to others.

Hope my suggestions would be come to you.

Thanking you.

Yours faithfully,

Kamlesh Sharma.

## Loudspeakers

To,  
The Collector  
----- District,  
----- (M.P.)

Subject - An Application for Restriction on the use of  
loudspeakers.

Respected Sir,

I beg to state that our Board Examinations are drawing near. My Friends and I are disturbed by the noise of loudspeakers. We can't concentrate in studies.

Therefore, request you to impose a restriction on the use of the loudspeakers.

Kindly do the needful

Thanking you

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14.02.2022

Village - -----

Block - -----

----- (M.P.)

Yours faithfully

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To,  
The Principal  
Govt. Excellence H.S.S. martand number 1 Jabalpur.

Sub - An Application for transfer certificate.  
Sir,

MOST Respect fully I beg to say that I am student class 12<sup>th</sup> in your school. my father has been transferred Jabalpur to bhopal. So I ~~can~~ can not study for further here. Please grant me Issue leave for my f.c.

Yours obediently

Name -

class - (XII) 12<sup>th</sup>

Date:-

**3. You are Abhinav/Aakriti. You have received a letter from your close friend, inviting you to attend the marriage of his sister. But unfortunately, you can not attend it due to your previous commitments. Write him a letter regretting your inability to attend the marriage.**

**Ans.**

125, M.G. Road

Pune

15<sup>th</sup> January, 20...

Dear Ramesh,

I am really very thankful to you for inviting me to attend the marriage of your elder sister Mansi. Unfortunately, due to my some previous engagements, I shall not be able to attend the marriage. Really, I am very sorry for it. I am sending a small wedding gift for 'Mansi Didi' please do accept it.

Yours Sincerely,

Abhinav

**Q. 15. Write a letter to your friend Rama/Raman requesting him to spend the summer holidays with you.**

**Ans.**

**Abhay Saxena,  
B-19-Nepanagar.  
Date 12.04.20....**

**Dear Rama/Raman,  
I am happy here and hope the same for you, I am sure that you have done your exams, well. My exams, are also over.**

**I invite you to come to Nepanagar and spend the vacations here. It is a small place and you will like the life here.**

**Hope that you can come. Please do reply.**

**Yours sincerely  
Abhay Saxena**