

Official Letter - Format

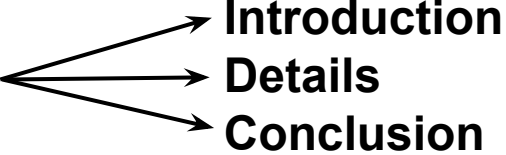
Sender's Address (Without Name)

Date

Receiver's Address (With Name)

Salutation

Subject :

Body Of The Letter 
Introduction
Details
Conclusion

Complimentary Close

Signature

Name

Official Letter - Snake And The Mirror

The homeopath's belongings were stolen in the night when he escaped to his friend's house. He wrote a letter to the inspector of police to register a complaint on the theft.

Villa No.7
Doctors' colony
Chennai

12 April 2021

The Inspector of Police
Town Police Station
Chennai

Respected Sir,

Subject: Registering complaint on a theft case.

I am a homoeopathic doctor staying in the Doctors' Colony of Chennai town.

Last night I had a terrible experience. A cobra fell on my shoulder and it kept me between death and life horribly for some time. When I got a chance to escape from the Snake, I rushed out of my room and took refuge in my friends house. But this morning when I returned to my room to take my belongings, I found everything had been stolen.

I shall be greatly obliged and thankful to you if you kindly take necessary actions to find the thief and recover my belongings.

Thankyou.

Yours faithfully,

Sd/

Dr. Rahim

Official Letter - Project Tiger

Mr. Satyajit Ray wants to get permission from the Chairman of Animal Welfare Board of India for shooting a film in which a tiger is used. Prepare a likely letter.

Flat No. 14
Vasanth Vihar
Calcutta.

12 April 2021

The Chairman
Animal Welfare Board of India
New Delhi

Dear Sir,

Subject: Getting permission for using a tiger in a film shooting.

I am Satyajit Ray, a film director from Calcutta. I have a plan to direct a film in which there is a scene of the main characters meeting a wild tiger in a forest. I have already arranged with the Bharat Circus company to get a tiger with its trainer. I know the rules of Animal Welfare Board related to treating animals. We will follow those rules strictly and will not do anything harmful to the tiger.

I will be obliged and grateful to you. If you kindly grant me permission to shoot my film with the tiger.

Thanking you,

Yours faithfully,

Sd/-

Satyajit Ray