



INDIAN SCHOOL AL WAADI AL KABIR

Class: XII	Department: ENGLISH	2026 - 27
ADVANCED WRITING SKILLS	Topic: LETTER TO THE EDITOR	

LETTER TO EDITOR-

Letter to the editor is written to share one's views on a political, social or environmental issue. It is addressed to the editor of the newspaper in which we wish to get it published. The purpose of the letter is to share our views. A **letter to editor** is a letter written to a newspaper or magazine, usually in response to an article or editorial that has been published.

The **letter to the editor** is typically written by a reader and offers **feedback, criticism, or additional information** related to the article or editorial. *These letters are often published in the "Letters to the Editor" section of a publication.* They are also a way for the general public to express their opinions, concerns or compliments about a specific issue or topic.

FORMAT:

1. **Sender's address:** The address and contact details of the sender are written here. Include an email and phone number, if required or if mentioned in the question.
2. **Date:** The date is written below the sender's address after Leaving one space or line.
3. **Receiving Editor's address:** The address of the recipient of the mail i.e. the editor is written here.
4. **Subject of the letter:** The main purpose of the letter forms the subject. It must be written in one line. It must convey the matter for which the letter is written.
5. **Salutation** (Sir / Dear sir / Madam)
6. **Body:** The matter of the letter is written here. It is divided into 3 paragraphs as follows –

Paragraph 1: Introduce yourself and the purpose of writing the letter in brief.

Paragraph 2: Give detail of the matter.

Paragraph 3: Conclude by mentioning what you expect from the editor. (For example, you may want him to highlight the issue in his newspaper/magazine).

7. Complimentary Closing

8. **Sender's name**, signature, and designation (if any)

Tips to write a Letter to Editor –

1. **Identify the purpose** of your letter and the specific topic you want to address.
2. **Research the publication** you plan to submit your letter to and understand their guidelines and policies.
3. Use a **clear and concise writing style** that is easy to understand.
4. Use a **formal tone** and language.
5. Start with a **strong and attention-grabbing** opening sentence.
6. **Include facts and statistics** to support your argument.
7. Use **examples and anecdotes** to illustrate your points.
8. **Address the counter-arguments** and provide a logical refutation.
9. **End with a strong closing sentence** that reiterates your main point and calls for action.
10. **Proofread and edit** your letter for **grammar, spelling, and punctuation errors**.

Letter to Editor – Sample 1-

1. **You are a resident of Shivaji Nagar Pune. You are concerned about the increasing number of road mishaps in your city. Write a letter to the editor of a local magazine “Jan Chetna” highlighting the problem and suggesting measures to check the problem.**

Answer:

Shivaji Nagar
Pune

12th June 2025

The Editor
Jan Chetna
Pune

Subject: Concern about the increase in number of road mishaps

Sir/Madam

I am a regular reader of your newspaper and a responsible citizen of Pun. I would like to bring your attention to the rising number of road mishaps in my neighbourhood. The roads are becoming a death trap in recent years.

The root-cause of these collisions appears to be irresponsible and hasty driving. People nowadays live in a mechanised world and are usually in a rush. The speed-barriers and accident-prone-area-warnings are ignored. They are not concerned regarding their wellbeing or the regulations of the road. Another factor contributing to these collisions is the growth in

the number of automobiles on the road. Today's youth yearn for their own automobile. The majority of risky driving is done by young people who are also reckless drivers. I would like to request the authorities, through the prestigious columns of your publication, to take appropriate stern action against lawbreakers. Through public awareness programmes, make people aware about traffic rules, the significance of speed-barriers, and speed restrictions, so that roads become a safe place for everyone who uses them.

Thanking you
Yours sincerely
Signature
NAME

SAMPLE LETTER 2:

Write a letter to the Editor of a magazine "Expressions", New Delhi on the deterioration in the standard of living in your city. Give suggestions for improvement. Sign yourself as ARUN / ARUNIMA

Answer:

15 A Model Town
Akash Nagar
New Delhi

April 5, 20XX

The Editor
Expressions
Kasturba Gandhi Marg
New Delhi-110001

Sir / Madam

Sub: Deteriorating standard of living in the capital city.

Through the columns of your reputed magazine, I wish to express my views on the deteriorating standard of living in the capital city of Delhi.

What does the standard of living actually mean? Does it mean possessing expensive goods of comfort and beauty, living in posh bungalows or, the overall decent and peaceful living conditions including health and hygiene, pollution-free environment, and above all, a value-based society. Considering all these, the living conditions in Delhi are really appalling. Dumps of garbage, heavy traffic congestion on the roads, growing atmospheric pollution, high levels of noise pollution, overcrowding at public places, etc., throw ample light on the deterioration in the people's standard of living. Our lungs are hungry for fresh air and green belts.

The large number of immigrants, from other states to Delhi, put tremendous pressure on the resources of the city. The housing problem is growing rapidly with lack of civic amenities. The life is so busy that there is little interaction among neighbours. Hurry and worry is what best describes the life in the capital city. With growing consumerism and rising prices, the disparity between rich and poor is increasing day by day. Something judicious needs to be done to remedy this situation. More green belts and 'silence zones' should be created. The unrestricted inflow of people to Delhi should also be checked. Only then the standard of living can be improved.

I hope my views will find a space in your esteemed newspaper.

Thanking you

Yours Truly / faithfully
Arun
ARUN KUMAR

PRACTICE QUESTIONS-

- 1. People have adapted to wearing face masks as a 'new normal'. But most of them do not know how to dispose of them properly. Spread awareness regarding the disposal of protective masks by writing a letter to an editor of a popular newspaper.**
- 2. You are a student of Mahaan University, Indore. The university is not providing proper curriculum and guidance to the students because of which students are unable to learn. Write a letter to the editor of a student magazine, 'Yuva Chetna' to highlight this issue.**
- 3. You are Naresh / Nandini of Safdarjung, New Delhi. You are deeply saddened by the attacks on elderly persons who live alone. Write a letter to the editor of 'The New India News' making people aware of the authorities to guarantee that such attacks do not occur.**
- 4. You are Neena / Navin, a student of Max Public School, Mumbai. You are concerned about the lack of awareness around animal rights. Write a letter to the editor about the need to raise awareness about animal rights among the public.**

