



INDIAN SCHOOL AL WADI AL KABIR  
DEPARTMENT OF ENGLISH (2026-27)  
CLASS – IX  
LETTER TO THE EDITOR

A letter to the editor is written in the format of a formal letter.

**Sender's address:** Give the complete address of the sender (without name)

**Date:** The date on which the letter is written comes next, immediately after the sender's address.

**Receiver's address:** The address of the recipient (the editor of the newspaper or magazine you intend to send your letter) should be written.

**Subject line:** The main purpose of the letter is mentioned in the subject line.

**Salutation/Greeting:** The salutation can be Sir, Ma'am, Respected Sir, Respected Ma'am, etc.

**Body of the letter:** The body of the letter should explain the purpose of the letter. Introduce yourself and provide all the details of the matter being discussed.

**Complimentary closing:** Thanking you can be the complimentary closing that you can use.

**Ending the letter:** End the letter with your signature, name in block letters and designation, if there is any.

### FORMAT

Sender's Address (without name)  
(space)

Date (in complete British format)  
E.g.: 16<sup>th</sup> April, 2026.  
(space)

Receiver's Address  
(space)

Subject. ( Shouldn't be a sentence, but a phrase)

Salutation,

Content in three paragraphs

(space)

Complimentary Closing

Sign

NAME.

Designation (if applicable)

### **Sample Letter to the Editor to Highlight the Effects of Air Pollution**

56 C, Uppal  
East Hyderabad  
Hyderabad – 500095

3<sup>rd</sup> January, 2022

The Editor  
The Indian Express  
Secunderabad  
Hyderabad – 500003

Subject: Increase of air pollution in East Hyderabad

Respected Sir/Ma'am,

I am Drishya, a member of NGO Prada. I am writing to you to bring to your notice the increasing effect of air pollution in our neighbourhood and in the surrounding areas.

East Hyderabad has seen a rapid increase in the use of private transportation and the number of industrial sectors that have come up in recent years. This has increased the risks of serious health hazards, including breathing difficulties, chronic diseases, lung damage, nausea, fatigue, etc. The hospitals around the area have already seen an unexpected rise in the number of patients showing symptoms of chronic illness, and it is important that people and government authorities are made aware of this dangerous situation at the earliest.

Owing to the seriousness of this situation, I request you to kindly highlight the issue in the columns of your esteemed newspaper so that some action can be taken to curb the effect of air pollution and decrease the risk of people being

ISWK/ENG/2026-27/LETTER TO THE EDITOR/ VINOD KUMAR T M

affected by it.

Thanking you

Yours truly,

Signature

DRISHYA RAGUNATH

(Member of NGO Prada)

**Questions:**

1. Write a letter to the Editor of *The Daily Mirror* expressing your concern over this digital divide. Suggest how the government and local NGOs can collaborate to provide community-based digital hubs. You are Arjun from Rajasthan.
2. Write a letter to the Editor of a leading newspaper emphasizing the need for mental health counselors in every school. Discuss the importance of destigmatizing mental health struggles through public awareness campaigns. You are Nidhin/Niharika, Rose Petal Public School, Varanasi.
3. Write a letter to the Editor of *The Times* advocating for mandatory rainwater harvesting in all residential complexes. Highlight the role of individual citizens in preventing water wastage.
4. Write a letter to the Editor of *The Metropolitan Express* discussing the need for better street lighting, increased patrolling, and the effective use of CCTV surveillance. Argue for a shift in societal mindsets alongside administrative changes.
5. Write a letter to the Editor of *National Herald* highlighting the health hazards posed by poor waste segregation. Propose a community-led "Zero Waste" model to tackle the issue at the grassroots level.