

1. Sender's address: Include email and phone number, if required.

2. Date : Below address. Leave one space or line.

3. Receiving Editor's address

4. Subject of the letter

5. Salutation (Sir / Respected sir / Madam)

6. Body

Paragraph1: Introduce yourself and the purpose of writing the letter

Paragraph2: Detail of the topic

Paragraph3: Conclude / end

7. Complimentary Closing

8. Sender's name, signature and designation

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.

Answer:

4567, Safdarjung

New Delhi

1 LINE GAP

12th June, 2025

1 LINE GAP

The Editor

The New India News

New Delhi-110002

1 LINE GAP

Subject: Issue of lack of security and attacks on old people

1 LINE GAP

Sir/Madam,

Through the columns of your esteemed daily, I would like to bring attention to the issue of elderly abuse. Physically, the elderly are often frail. As a result, they can't face the rogues who usually come to rob them.

Any opposition from the elderly can be dangerous to their wellbeing. Many incidences of robbery, pickpocketing, and severe attacks on the elderly have occurred in the Safdarjung Area. Recently, an old aged couple was hacked to death in broad daylight. This has created fear among the seniors. It is

the government's responsibility to safeguard the lives of senior residents. I suggest that the resident welfare associations should form small groups which visit the lonely couples a few times a day and keep a check on their wellbeing.

Unfortunately, there has been no action despite many inquiries and requests to the authorities.

Perhaps the words in your prestigious publication will do the needful.

Thank you

Yours faithfully

Naresh / Nandini