

Format-

Sender's address

43Z-Ashok Vihar Mathura-2812005

Date-11 April 2011

Address of the addressee (Receiver's designation and Address)

The Editor
The Times of India
New Delhi

Subject:-

Salutation

Sir,

Body of the letter: 1. Introduction
2. Main Content
3. Conclusion

Complimentary close

Thanking you,

Subscription

Yours sincerely/faithfully/truly.

Sender's Name Designation (if applicable)

Raghav (Designation)

Q. You are Sanjeet of 122, Arjun Nagar, New Delhi. A number of scooters and cars are parked in your locality without any order, causing blockage of the streets. Write a letter to the local Secretary of the Resident's Association complaining against this problem.

Answer:

122, Arjun Nagar
New Delhi

February 20, 2021

The Secretary
Resident's Association
New Delhi

Subject- Complaint regarding the bad parking habits in the locality.

Sir,

I would like to draw your attention to the bad parking habits of residents in our locality.

The unorganised parking is resulting in a lot of chaos and no place for parking for those who come back late. Despite defining the area assigned to each vehicle, cars are parked amidst two parking spots. One vehicle occupies the space for 2-3 vehicles leading to mismanagement. Two-wheelers are placed nowhere near the allotted zone. This creates problems for other people as they have to then spend a lot of time finding parking spots in other localities. It induces frustration and tension for the safety of vehicles. Various notices and warnings have been given to the rule-violators, but to our dismay, no betterment can be seen.

Therefore, I request you to take strict action as this is leading to fights between the residents. Effective and speedy action is expected considering the depth of the situation.

Yours Sincerely,
Sanjeet
A concerned citizen