

Sample:

Write a letter to the editor of the newspaper complaining against the menace of street dogs in your locality.

[Sender's address]

[Date]

[Recipient's name]

[Recipient's address]

Subject- The menace of street dogs in our locality.

Dear Sir/Madam,

I, Bob, a resident of sector 14, want to bring your kind attention towards the menace of street dogs in our locality.

Due to the number of street dogs, many people and especially children are facing problem in our locality. The dogs are in numbers and they form a group. They attack people in groups and makes it difficult even to step out of the house. Most of the time they run after the bicycles of children which causes them to speed up and results in an accident. Further, every night they bark which makes it difficult for people to sleep.

I would like to request you to look after this problem as soon as possible. To handle this issue, I hope you will take absolute measures.

Your's faithfully,

Bob

