

MATCH THE PARTS OF FORMAL LETTER

XXX,
7th June 2019

From

The Students of VIII 'A',
Government Higher Secondary School,
XXX

To

The Officer-in-charge,
Department of Water Supply and Sanitation,
The Municipality,
XXX.

Sir,

Subject: *Wastage of water due to a broken pipe.*

We have observed wastage of water for the last 15 days at a construction site, near our school. It makes the whole area slippery and muddy. Mosquitoes have begun to breed there and it has become a health hazard.

We request you to look into the matter immediately and get the pipeline repaired.

Thank you

Yours sincerely

XXX

Address on the Cover:

To
The Officer-in-charge,
Department of Water Supply and S
The Municipality,
XXX

Receiver's Address

Salutation
(Greeting part)

Place and Date

Body of the letter
(communication part)

Signature
(sender's sign)

Superscript
(Address on the cover)

Sender's Address

Subscription
(leave taking part)