

## MATCH THE PARTS OF FORMAL LETTER

XXX,  
7<sup>th</sup> 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 Sanitation,  
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)