

A. Business / Official Letters

1. You are Ravi Kumar. Write a letter to The Manager, Raj Electronics Pvt. Ltd. To Complaint about defective T.V. that you purchase recently.

80, Pratap Nagar,
Jaipur

15 November 2025

The Manager,
Raj Electronics Pvt. Ltd.,
Jaipur

Subject: Complaint regarding defective T.V. set

Sir,

I purchased a 42-inch LED TV (Model No. RE-423) from your showroom on 30th October 2025. After installation, the screen started flickering and the sound quality is distorted. Despite proper handling, the product is not working well. I request you to kindly replace or repair it at the earliest. Please look into the matter urgently.

Yours faithfully,
Ravi Kumar

2. You are Pawan. Write a letter to The Warden of Govt. Boys Hostel Jodhpur to enquiry About Hostel Facilities.

20, Krishna Vihar,
Falodi

15 November 2025

The Warden,
Government Boys Hostel,
Jodhpur

Subject: Enquiry about hostel accommodation

Sir,

I am a student seeking admission to Govt. Sr. Sec. School, Jodhpur. I belong to a distant village and need hostel accommodation. Kindly provide me details about room availability, mess facility, monthly charges, security rules, and admission requirements. I will be thankful if you send the information at the earliest so I can plan my stay.

Yours sincerely,
Pawan

3. Imagine you are sports secretary of your school. Write a letter to place an order for Sports Material.

Govt. Sr. Sec. School,
Bhilwara

15 November 2025

The Sales Manager,
National Sports Store,
Ajmer

Subject: Order for sports equipment

Sir,

Our school requires sports materials for the upcoming Annual Sports Day. Please supply the following items:

4 Cricket Bats

12 Footballs

10 Badminton Sets

20 Volleyballs

Please ensure good quality and send the bill along with discount details. Kindly deliver the order within 7 days as the event is near.

Yours faithfully,
Sports Secretary
Govt. Sr. Sec. School, Bhilwara

B. Letters to the Editor

1. Write a letter to the Editor of a local daily newspaper to draw the attention of authorities about problem of increasing road accidents.

Ganesh Nagar,
Kota

15 November 2025

The Editor,
Rajasthan Patrika,
Kota

Subject: Rising cases of road accidents

Sir,
Through your newspaper, I want to highlight the increasing number of road accidents in our city. Over-speeding, careless driving, and violation of traffic rules are the main causes. Many innocent people lose their lives daily. The authorities must enforce strict action and spread public awareness. Proper traffic education in schools is also necessary. I request you to print this issue for public attention.

Yours truly,
A Concerned Citizen (Name)

2. You are Ritika. Write a letter to the Editor of Dainik Bhaskar Udaipur to need for Cleanliness in Residential Areas.

10 Shashtri Nagar,
Udaipur

15 November 2025

The Editor,
Dainik Bhaskar,
Udaipur.

Subject: Poor cleanliness in residential areas.

Sir,
I want to draw attention to the poor cleanliness conditions in Shastri Nagar Colony. Garbage is not collected on time, drains remain clogged, and foul smell spreads everywhere. These conditions can cause serious diseases. The municipal corporation must take urgent measures and appoint more sanitation workers. It is our duty as citizens also to keep our surroundings clean.

Yours sincerely,
Ritika

3. Imagine you are Rohan living in Krishna Colony Jodhpur. Write a letter to the Editor of Hindustan Times for a big issue like Water Wastage.

Krishna Colony
Jodhpur

15 November 2025

The Editor,
Hindustan Times,
Jodhpur.

Subject: Water wastage and need for conservation.

Sir,
Through your esteemed newspaper, I wish to express concern about the wastage of water in our city. Many households leave taps open and use excess water in cleaning vehicles. At a time when Rajasthan faces water shortage, this behavior is alarming. Awareness campaigns, strict fines, and rainwater harvesting can help. Kindly publish this to spread awareness.

Yours faithfully,
Rohan

C. Job Application with CV / Resume

Job Application का format भी अन्य letters जैसा ही होता है। इस प्रकार के पत्रों के साथ biodata भी संलग्न किया जाता है। Biodata को Curriculum Vitae (CV) तथा Resume भी कहा जाता है। एक CV या Resume में personal details, educational qualifications, relevant experience, etc. दिया जाता है। इसे अलग से संलग्न किया जा सकता है।

1. Application for Post of English Teacher

125, Vigyan Nagar,
Kota

15 November 2025

The Principal,
Modern Public School,
Kota.

Subject: Application for the post of English Teacher.

Sir,
With reference to your advertisement in Rajasthan Patrika dated 12 November 2025, I wish to apply for the post of English Teacher. I am confident in my communication and teaching skills. I assure you of my sincerity if selected.

Yours sincerely,
Shreya Gupta

Enclosed-Resume

Name	:	Shreya Gupta
Father's Name	:	Vinod Kumar Gupta
Sex	:	Female
Nationality	:	Indian

Date of Birth : 02-01-2001
Marital Status. : Unmarried
Permanent Address : 125, Vigyan Nagar, Kota
Educational Qualifications:

Examination	Board / University	Year	% Obtained
Secondary	BSER Ajmer	2017	86.50%
Senior Secondary	BSER Ajmer	2019	92.00%
Graduation (BA)	University of Kota	2022	72.00%
Bachelor of Education (B.Ed.)	University of Kota	2024	86.00%
Master of Arts (MA)	University of Kota	Running	

Q. 2. You are Mahesh living in Jaipur and persuing M.B.A. Write a letter to the C.E.O. Oracle India Pvt. Ltd., Surat applying for the post of a software engineer giving your resume.

25-Pratap Nagar
Jaipur

15 November 2025

The C.E.O.
Oracle India Pvt. Ltd.
Surat

Subject: Application for the post of software engineer

Dear Sir

It is with reference to to your advertisement in "The Rajasthan Patrika" on 25 February 20xx for the post of a software engineer. I want to offer myself as a candidate for the post of a software engineer. Presently I am pursuing my M.B.A. from Amity University, Jaipur. I am a smart, confident and hardworking lady of 25 years with pleasing personality. I assure you of my best services, if given an opportunity for the same. My resume is enclosed herewith.

Yours faithfully
Mahesh

Enclosed-Resume

Name : Mahesh Kumar
Father's Name : Vikas Kumar
Sex : Male
Nationality : Indian

Date of Birth : 02-08-1999
Marital Status. : Unmarried
Permanent Address : 25-Pratap Nagar, Jaipur
Educational Qualifications :

Examination	Board / University	Year	% Obtained
Secondary	BSER Ajmer	2015	82.50%
Senior Secondary	BSER Ajmer	2017	90.00%
B.Tech (CS)	BITS Pilani	2021	71.00%
MBA	University of Jaipur	2024	95.00%

MGGG Bhuwakhean