

Letters are written to editors if people's complaints are not addressed at local level offices or when you want burning issues to reach the masses. The editor provides space in the newspaper to express people's concerns about political and sociological issues. A Letter to the Editor is addressed to the editors of magazines and newspapers. A letter to the editor is a formal letter, and the rules of a formal letter need to be followed. This comes under the section on writing skills in the CBSE and BSEH class 10 and 12 exams. The Format, Template, Topics, and Examples of Letters to the Editor will sharpen the writing skills of students. So, when writing a letter to the editor, you should pay attention to how it is put together and how it is written.

Click here to get the best solution for the [Class 12 English](#) CBSE/BSEH to secure maximum marks and learn English comfortably.

Therefore, in short, "Letter to the Editor" provides an opportunity for people to express their concerns of broader importance. When you write a letter to the officials and the officials do not respond to you, and your complaint has a broader aspect, then you write a letter to the editor. They cover some broader aspects of society, like pollution problems, problems with stray animals, and electricity problems in the locality. In this article, we'll discuss how to write a letter to the editor, the format, topics, and examples of classes 10, and 12 of the CBSE/HBSE boards' questions.

Letter to the Editor: Format for Class 10, 12 English

The format of a letter to the editor for classes 10 and 12 English will deliver the right method for the students of these classes so they might get excellent scores in their final examinations. A letter to the editor is not an informal letter to your friend, but it should be written with great care and the rules of a [formal letter](#) must be followed. Hence, the rules of formal letters like business letters, official letters, complaint letters, and [cover letters](#) also apply to the letter to the editor of a newspaper.

Letter to The Editor: Format

- **Sender's address:** Write the complete address of the person who is writing the [letter to the editor](#). Always write your email address and your cell number to get a response online.
- Write down your despatch register's reference number and date for future reference, and it should be just under the sender's address, maintaining the proper gap between the two.
- **Receiver's Name and Address:** This is the name and address of the receiver of the letter. If possible, write the email address. In this case, the receiver is the editor.
- **Subject of the Letter:** Write the main subject of the letter in one sentence with a clear meaning. The subject of the letter to the editor should be of broad importance.

- **Greeting or Salutation:** Give proper respect to the receiver of the letter. (Sir/Madam)
- **The body of the letter** should be **composed of three to four paragraphs**. In the **first paragraph**, properly **put your question**. In the **second paragraph**, **explain the things in detail**. Elaborate your queries and requirements in simple and clear language so that the receiver can make them out easily. In the **third paragraph**, give **the solution to the problem**.
- **Complimentary closing/It ends the letter politely and respectably**. Yours lovingly, Yours faithfully, Sincerely Yours, or Yours sincerely, and Yours truly are used.
- **Signature and name:** Put your signature and name at the end.

Important Topics for Letter to the Editor for Class 10 and 12 of CBSE/BSEH

- **There are increasing incidents of road accidents in your locality.**
- **The Importance of Moral Education in Schools**
- **The dowry system in society**
- **Increasing pollution in your area.**
- **The Importance of Education**
- **The Importance of Self-Reliance**
- **Impotence of self-regulation.**
- **The Importance of Vocational Education in Schools**
- **The Worth of Books**
- **Ban on crackers.**
- **Bad effects of child labour.**
- **Straw animal problems in your area**
- **Sanitation problems in the area**
- **Electricity is a problem.**
- **Copying in the examinations.**
- **Frequent incidents of theft in your locality**
- **Smoke and dust problems in your city?**
- **To launch a campaign in support of Beti Padhao and Beti Bachao**
- **Environmental Problems**
- **Drinking Water Problems**
- **Problem of traffic jams.**
- **Problem of child marriage.**
- **problem of bus services for students.**
- **Open manholes in your area.**
- **Noise Pollution**
- **Street Light Problem**
- **Awareness Against Crackers on Diwali**

A Sample Template of a Letter to the Editor for Class 10 and 12

Sender's Address

.....

Reference No.....

Receiver's Name and Address

.....

.....

Subject:

Salutation

.....

Body of the Letter

First Paragraph(Introduction)

.....

Second Paragraph(Explain the details)

.....

Conclusion

.....

Complimentary Closing

.....

Signature

.....

Name

.....

Email

.....

Before writing the letter to the editor, students must keep the following points in mind when designing the letter to the editor:

- Letter to the editor comes under the formal letter category
- Follow the structure of the formal letter as discussed above
- Check the sender's name in the question.
- Check the receiver's name in the question.
- Find out the subject of the letter and write it in one sentence.
- Write the salutation with respect.
- Write the body of the letter in three to four paragraphs.
- Write down the complimentary closing of the letter.
- End the letter with your name and signature.

Let us apply the format of a formal letter and explain the letter to the editor with an example.

Example 1. Letter to The Editor of Newspaper Highlighting the Road Accidents for Class 10, 12 English

Q.1 You are Mahesh, a resident of Urban Estate, Rohtak. You are concerned about the increasing number of road accidents in your city. Write a letter to the editor of "The Tribune" highlighting the problem and suggesting measures to check the problem.

Sender's Name and Address:

H.No. 942

Urban Estate

Rohtak

Reference no. and date:

March 5, 2023

Receiver's Name and Address:

The Editor
The Tribune
Chandigarh

The subject of the Letter:

Subject: Letter about the increase in accidents in our city.

Greeting or Salutation:

Respected sir

The body of the letter:

I, Mahesh, a responsible citizen of Urban Estate, Rohtak, want to highlight the increasing incidents of accidents in my city in your esteemed newspaper. The roads are closed due to heavy traffic and illegal encroachments by the shopkeepers. Accidents have become common in such areas.

The reasons behind road accidents are reckless driving and the encroachment of roads in the city by city dwellers. Furthermore, we find that people are always in a hurry and are unconcerned about speed bumps, cyclists, and pedestrians on the street during peak hours.

Drinking and driving are prohibited, but unfortunately, such cases of driving are increasing day by day. People are fond of breaking traffic rules, and they don't even care about the red light signals.

I want you to highlight such accidents and the causes behind them in your valuable newspaper. The police must strictly act against such people to save innocent lives. Please start an awareness programme for safe driving. I hope you will publish my concerns regarding accidents in your reputed newspaper. Thank you in anticipation.

Complimentary closing

Yours sincerely

Signature and name:

Mahesh

Solved Examples of Letters to the Editor for Class 10 and 12 English CBSE/BSEH

The following examples of letters to the editor will help the students of classes 10 and 12 to secure full marks in their CBSE/BSEH examinations.

Letter to the Editor: About Moral Education in Schools

Question 2. You think that there should be moral education in schools. Write a letter to the editor of a newspaper, stressing the need of introducing moral education in schools. (BSEH March 2020)

Answer:

240/5

Sector 6

Housing Board Jhajjar-124103

October 21, 2022

The Editor

The Tribune

Chandigarh

Subject: To introduce moral education in schools.

Respected Sir

Through the columns of your reputed newspaper, I want to express my views on the value of moral education in schools. Why do we need moral education in schools as a subject? Do we need moral education in our children's lives? These are the concerns of society, and people are worried about the changing behaviour of students in today's life. The respect of teachers and elders is deteriorating day by day. Every day, violent incidents occur in schools.

The teaching of moral education as a subject is required in the syllabus because the students will be required to learn some ethics in their life. In Indian culture, we respect our parents, but unfortunately, the elderly are isolated, and teachers have become passive as they face problems of misbehaviour in the classroom. Hence, the result is the cold attitudes of teachers toward delivering value to students.

Therefore, I want you to publish my concern in your esteemed newspaper so that the government can think about this issue and implement moral education as a compulsory subject in all classes. Thus, I hope you will provide a space in your newspaper for "The Values of Moral Education in Schools." I expect a positive response from you.

Thanks

Letter to the Editor: There are increasing incidents of road accidents in your locality.

Question 3. You are the residents of Jhajjar. Write a letter to the editor of a local newspaper to draw the authority's attention to accidents in your city.

Answer:

House No. 254

Arya Nagar

Jhajjar

October 21, 2022

The Editor

Dainik Bhaskar

Jhajjar

Subject: Increasing incidents of road accidents in Jhajjar

Dear Sir

Through the columns of your valuable newspaper, I want to draw the attention of the traffic police to the increasing accidents at Talao chowk, Jhajjar. People go for walks early in the morning, and due to heavy vehicles on the city's internal by-pass, people cannot cross the chowk, and accidents happen every day in that area. We have complained many times to the local traffic to install traffic lights at Talao Chowk so that people can easily cross the road safely.

The reasons behind road accidents are reckless driving, lack of traffic lights, and the encroachment of roads in the city by city dwellers. Furthermore, we find that people are always in a hurry and are unconcerned about speed bumps, cyclists, and pedestrians on the road during peak hours.

Unfortunately, the traffic police have not yet responded to our complaint. Now, we'd like you to report such accidents in your local newspaper so that higher-ups can install traffic lights in the region. We, the people of Arya Nagar, anticipate that our issue will be published as soon as possible in your publication.

Thanks

Sincerely yours

Raman

Letter to the Editor: Increasing pollution in your area.

Question 4. You are a resident of Prem Nagar, Rohtak. Pollution has increased in your area, write a letter to the editor of "The Times of India" about increasing pollution in your area.

H.No. 477

Housing Board Colony

Bhiwani Stand

Rohtak

October 22, 2022

The Editor

The Times of India

New Delhi

Subject: Air pollution-the cause of all diseases

Sir

Through the column of your esteemed newspaper, I would like to draw the attention of higher authorities and the public to the problem of air pollution in Rohtak. Although there are other problems, air pollution is the biggest problem in the winter season.

There are many reasons behind air pollution in our area. Heavy traffic congestion has become the major cause of air pollution in Rohtak. The emission of smoke from diesel vehicles deters the situation as there are no CNG pumps available in our area. Smoke becomes the cause of asthmatic problems among old people. Dust is another cause of air pollution as the municipal system hardly cleans the dust. The industry is another source of pollution gases, which also increases the chances of breathing problems among the residents of the city.

I would be grateful if you could publicize our concern about air pollution in our area. Your positive action will be highly solicited by the residents of Rohtak as environmental pollution is the biggest challenge of today.

Thank you in anticipation.

Yours sincerely

Amit

Letter to the Editor: Against "The dowry System in Society"

Question 5. You are a 12th-grade student. You've probably heard about the rising number of deaths among newly married girls as a result of our society's dowry system. Write a letter to the editor of "Dainik Jagran" requesting that the newspaper run an anti-dowry campaign.

Answer:

Class 12 C

Govt. Senior Secondary School

Dadri Toye

Jhajjar

October 23, 2022

The Editor

The Hindu

New Delhi

Subject: Letter to the editor about evils of dowry in our society.

The girl child is killed in the fetuses before she is born. Have you ever wondered why it happens? The tension of daily life for the girls has become a burden on the poor parents. They are compromising the education of a girl child, and hence, they don't send their girl child for higher education. Dowry is demanded even if the girl is highly educated, and this is a grim situation for poor families. Therefore, through your esteemed newspaper, I want to draw the attention of the people who feel proud of taking and giving dowry in the marriages of their wards.

Dowry has become a curse for financially weak families. Many girls are losing their lives due to the tension of dowry. The result is a high incidence of suicides among girls. The girl should be given the freedom to marry and live a happy life. There should be moral education in schools against the dowry system. The system of no marriage without a dowry should be banned with heart.

Therefore, I hope you will start a drive to save the future of India by writing against the evils of dowry in your valuable newspaper. Thank you in anticipation.

Yours truly

Rajbir

Letter to the Editor: To start an awareness about "Beti Padhao, Beti Bachao"

Question 6: Your school celebrated "Beti Padhao, Beti Bachao" Diwas, and you delivered a speech on this ask the editor of The Hindustan Times to publish your views on "Beti Padhao, Beti Bachao" in the newspaper.

Class 10

Govt. Senior Secondary School

People

Jhajjar

October 23, 2022

The Editor

The Hindustan Times

New Delhi

Subject: To start awareness about "Beti Padhao, Beti Bachao"

Sir

Through your esteemed newspaper, I want to draw the attention of the people toward the indifferent attitude toward girl children in our society. The fact that the "Child Sex Ratio" is going down has made us think about "Beti Padhao, Beti Bachao." On the one hand, social constructs discriminating against girls on the one hand, and easy availability, affordability, and subsequent misuse of diagnostic tools, on the other hand, have been critical in increasing the sex-selective elimination of girls, leading to a low child-sex ratio. The government came up with the Beti Bachao Beti Padhao initiative because girls need coordinated and convergent efforts to make sure they live, are safe, and have power.

The status of children is poor in our society, where we always give more importance to the male child in our family. This is a discriminatory attitude toward children. Many initiatives have been taken, and now "Beti Padhao, Beti Bachao" is trending, but is it affecting us? So, I want you to start the awareness programme about "Beti Padhao, Beti Bachao" in the real sense with real examples from the local areas.

I hope you will publish my ideas in your valuable newspaper. Your actions will be highly solicited in society.

Thanks

Yours sincerely

Dev

Letter to the Editor: To start an awareness against Crackers on Diwali

Question 7. You are Mahesh from Paschim Vihar, New Delhi. Write a letter to the editor of "The Times of India" asking him to start an awareness programme against the use of crackers on Diwali.

RZ 6

Paschim Vihar

New Delhi-110056

October 5, 2022

The Editor

The Times of India

New Delhi

Subject: Awareness against crackers on Diwali.

Sir

Through your esteemed newspaper, I want to draw your kind attention to the excessive use of crackers on the occasion of Diwali. For a long time, Delhi has been the most polluted city in the country. Every year in winter, the pollution level reaches its peak, and the excessive use of crackers deteriorates the situation. The pollution level reaches its peak on Diwali due to crackers. Therefore, I want you to start an awareness campaign against the use of crackers during Diwali, which causes health problems among kids and elderly people.

Diwali brings a great spirit of festivity, but in the last few years, it has been noted that the pollution level increases on Diwali due to the excessive use of crackers and firecrackers. Children are fond of crackers, and parents advise their children to avoid crackers as they increase the pollution level and cause breathing problems among kids and elderly people. Thus, now the time has come to think about the misuse of crackers on Diwali. Crackers increase the dust and pollutants in the air and create health hazards. Diwali smoke fills our homes and it affects our respiratory systems, especially the children and elderly. The smoke from crackers can cause allergies and might irritate your throat and chest.

As a result, I request that you launch an awareness campaign against the use of crackers this Diwali to save the lives of children and the elderly in the city. This Diwali, I hope you will start

this movement by publishing my ideas against crackers. The people of Delhi will appreciate a positive answer to this question from you.

Thanking you.

Sincerely yours

Mahesh

Letter to the Editor: Impotence of Self-Regulation in Schools

Question 8. Students' behaviour is changing these days and they get violent about small things. Write a letter to the editor to publish your views on self-regulation in the newspaper.

Lecturer in English

Govt. Sr. Sec. School

Jhajjar

October 23, 2022

The Editor

The Hindu

New Delhi

Subject: Importance of self-regulation in schools.

Sir

Through your esteemed newspaper, I want to draw your kind attention to the importance of self-regulation in schools. The behaviour of students is deteriorating every day in schools. We daily face students' rude behaviour every day in class and around the school. They lose their patience and start fighting with their classmates and sometimes even with teachers. It has never happened before. Things are changing due to social media's effects on students. Hence, there is a dire need for self-regulation in schools.

Self-regulation is an important aspect of social and emotional learning. Self-regulation is the ability to keep track of one's attention, thoughts, and emotions. Students who can control their emotions and behaviour are better able to interact with their peers and respond to the day's activities. Self-regulation training in schools is now a requirement.

Students in schools are the backbone of our society and represent any country's future. As a result, the most important aspect to be taught and learned in our schools is self-regulation. In

my many years of teaching, I've noticed a shift in student behavior. They are no longer tolerant of their peers or, in some cases, teachers. These incidents occur as a result of students' lack of self-regulation training. Therefore, kindly publish my views on self-regulation in your valuable newspaper. Your positive response in this matter will be highly appreciated.

Thanks

Yours truly

Ram Kishan

Letter to the Editor: Problems of stray animals in our city causing accidents

Question 9. Write a letter to the editor of your local newspaper to draw his attention toward stray animals in your locality.

Answer:

House No. 554

Housing Board Colony

Rohtak

October 23, 2022

The Editor

The Tribune

Chandigarh

Subject: Inconvenience caused by stray animals.

Through the columns of your esteemed newspaper, I would like to draw the attention of the Municipal Commissioner, Rohtak, to the inconvenience caused by stray animals in the city.

The roads are always full of stray animals, and they create a nuisance on the roads, especially the cows and bulls. They keep on fighting with each other, and sometimes hit the vehicles and cause accidents. They always sit in the middle of the road to create a situation jam. Recently, a man was killed on the road due to bullfighting. Such incidents have become common, and citizens are facing problems due to stray animals.

We have complained about such incidents to the municipal people, but unfortunately, no action has yet been taken. Therefore, I want you to publish the problem of stray animals in your

valuable newspaper so that the news reaches the Municipal Commissioner, Rohtak, and the right action is taken in time to avoid further human and property loss in our city. Your positive action will be highly appreciated by the people of Rohtak.

Thanks

Yours sincerely

Manoj

Letter to the Editor: Problems of Lights in Your Locality

Question 10. Write a letter to the editor about the problem with lights in Sector 6, Jhajjar.

House No. 999

Sector 6

HUDA Colony

Jhajjar

October 26, 2022

The Editor

Dainik Bhaskar

Jhajjar

Subject: Street Light Problem in our locality.

Respected Editor

I want to draw your kind attention towards defective and fused lights in our sector through your esteemed and most readable newspaper, Dainik Bhaskar. People are facing tremendous problems due to faulty street lights in the HUDA Sector 6.

People go for walk after dinner but the roads are broken and damaged and the street lights are not functioning properly. Hence, there is always a chance of accidents due to darkness. Sometimes, people are attacked by stray animals.

The problem of street lights has already been brought to the knowledge of J.E. HUDA but no action has yet been taken to mend the street lights.

Letter to the Editor: Problems of dust and smoke in your city.

Question 11. Write a letter to the editor of "Dainik Jagran" to draw their attention to smoke and dust problems in your city.

Answer:

House No. 457

Adarsh Nagar

Panipat

October 26, 2022

The Editor

The Indian Express

Panipat

Subject: Problems of dust and smoke.

Dear Editor

I'd like to draw your attention to the dust and smoke problem in our city through the pages of your esteemed newspaper. The roads have been damaged, and there is a lot of dust as a result of the traffic. Illegal construction is taking place everywhere, and contractors are not adhering to the rules.

The dust and smoke are hazardous to children and the elderly. Inhaling smoke for a short period can result in immediate (acute) effects. Smoke is irritating to the eyes, nose, and throat, and its odor is potentially nauseating. Carbon monoxide consumption reduces the body's oxygen supply. This can cause headaches, reduce alertness, and aggravate angina, a heart condition. Fine particles can penetrate deep into the respiratory tract and reach the lungs.

As a result, I'd like you to publicize our problem in your newspaper so that the authorities can take action. Your prompt action will be greatly appreciated.

Thanks

Sincerely yours

Ravi

Exercises of a Letter to the Editor

Exercise 1. You are Ganesh of Arya Nagar, Jhajjar. You have complained many times to the authorities about the frequent incidents of theft in your locality. Write a letter to the editor of "Dainik Bhaskar" drawing their attention to incidents of theft.

Exercise 2. Write a letter to the editor of "Dainik Jagran" to draw their attention towards open manhole problems in your city.

Exercise 3. Write a letter to the editor of a newspaper asking them to start a campaign about smoking in public places.

Exercise 4. Write a letter to the editor of "The Tribune" asking them to publish your article on environmental pollution in the newspaper.