

## **10 Most Important Letters for Class 12 English Exams CBSE/HBSE 2024**

### **Formal Letter Template: The Ultimate tool for Writing a Letter**

**A formal letter template is an easy tool to write correct, clear, and concise letters. The formal letter template will be the right tool for all types of formal letters like letter writing format in business, cover, official, claim, and letter to the editor. The students, managers, customers, and all the people who have to write formal letters will be benefitted from the template of formal letters.**

### **Formal Letter Template**

### **Sample Template**

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#### **1. [Sender's Name and Address]**

**Address:.....**

**2. [Date/Reference No.]**

**Date:.....**

**3. [Receiver's Name and Address]**

**Name:.....**

**Address:.....**

**4. [Subject]**

**Subject:.....**

**5. [Salutation]**

**Dear Sir/Madam**

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**6. [Body of the Letter]**

**Introductory Paragraph.....**

**This is to bring in your kind notice that  
you have not fulfilled the terms and**

**conditions of the contract of sending the books for which you were given orders, vide order no....., dated.....**

**Main body of the formal letter.....**

**You failed to send the ordered books in good conditions and the the faulty delivery caused us a big loss.....**

**Concluding Paragraph.....**

**We are extremely sorry that you disappointed us as you didn't hold up your end of the contract we signed.....**

**Thanks**

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**7. Sincerely**

**Yours lovingly, Yours faithfully, Sincerely  
Yours or Yours sincerely and Yours  
truly.....**

**8. [Signature]**

.....

**9. [ Sender's Name]**

**Name: .....**

**10. Email/Telephone no.**

.....

Updated on January 2024

**[Letter to the Editor](#): Importance of CSR for the community**

**Q. A: You are Minu Sen, an intern in a software company in Hyderabad. You feel that the growing relationship of companies with non-profit organisations have made Corporate Social Responsibility (CSR) the buzzword today. Your own involvement in one such project for your company has convinced you that CSR looks beyond the**

**company profits and focuses on benefiting the greater community.**

**Write a [letter to the editor](#) of a national daily in about 120-150 words, sharing your opinion about CSR and its advantages and provide suggestions to make it an integral part of every organisation. Use the given cues along with your own ideas to compose this letter.**

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H-120

IT Hub

Golf Course Road

Hyderabad

November 6, 2022

The Editor

The Hindu

Hyderabad

**Subject: Importance of CSR for the community**

Respected Sir

Through the column of your esteemed newspaper, I, Menu Sen, an intern at Samanth Tech Pvt. Ltd., want to draw the attention of concerned people regarding corporate social responsibility and its benefits for society. Recently, on the occasion of Diwali, my company promised to help improve the infrastructure of public schools in the poor area of Hyderabad so that the poor students can avail of a good education in such schools. My company has been doing this type of work for a long time, and every year the CSR budget is increased. We took this step to encourage other organisations in the area to help the downtrodden by utilising their CSR for the upliftment of society. In a way, the CSR increases the brand value of the company; people start recognising it, and as a result, the profit gets enhanced. If all the companies can come together

and donate their CSR to educate poor children, they can be the source of eradicating their poverty.

I sincerely expect that your valuable newspaper will publish my thoughts in the paper. Your positive response will benefit society and will help organisations think about how to best utilise their CSR for the greatest benefit.

Thanks

Sincerely yours

Menu Sen

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OR

### **CBSE Sample Question Paper 2022-2023 Class 12 English(Core): Application for the post of CSR Manager**

**B: You are Minu Sen, employed as an Asst. Manager for Corporate Social Responsibility (CSR) in your current company in Hyderabad. You saw the given advertisement in the newspaper and wish to apply for the position advertised.**

**CREDIT SAGE Pvt. Ltd**

**Required- Corporate Social responsibility Manager (CSR) Head**

**Job Responsibilities:**

- Define strategy for Credit sage's CSR value of 1% of people's time, 1% of products and 1% of profits to the society
- Develop various CSR initiatives in the company's adopted village
- Strategise and initiate various community benefit schemes and liaison with NGO's, Govt. Bodies etc.

**Preferred Skills & Qualifications**

- Bachelor or Master's degree in Sociology/ Public Relations
- Strong interpersonal and communication skills (verbal and written)
- Proven experience in CSR project management and execution
- Proven experience working with non-profit organizations or Corporate CSR

Send your bio-data within 10 days to Gagan Vj, HR Head, Credit Sage Pvt.Ltd., Nashik  
For further details please check our website-[www.sage.com/careers/csr](http://www.sage.com/careers/csr)

Write a letter to Credit Sage Pvt. Ltd. along with your bio-data, expressing your interest in the situation vacant.

CBSE

**Write a a letter to Credit Sage Pvt. Ltd. along with your bio-data, expressing your interest in the situation vacant.**

**Answer:**

**1. Sender's Name and Address:**

**H. No. 47**  
**Sector-6**  
**City- Hyderabad**

**2. Reference no. and date:**

March 5, 2023

**3. Receiver's Name and Address:**

Gagan Vij

HR Head

Credit Sage Pvt. Ltd.

Nasik

**4. Subject of the Letter:**

**Subject: Application for the post of Manager(CSR) Head**

**5. Greeting or Salutation:**

Respected sir

**The body of the letter:**

**Opening paragraph – Grab the reader's attention with 2-3 of your most notable academic accomplishments. You should also include the following in your introductory paragraph:**

- Why are you applying for this post?
- When and where did you discover the post?
- Cover all your testimonials and qualifications, which help convince the employer to take action.
- Explain how can be an asset to the organisation?
- Sell your skills like a salesman.
- Adopt a different approach at the beginning of the letter, avoid such sentences which are common in use **“Concerning your advertisement...”**

**On March 5, 2022, I was reading “The Times of India's” advertisement column when I came across your advertisement for the position of manager (CSR) head. It immediately piqued my interest that a reputable company, Credit Sage Pvt. Ltd., would be able to put my 5 years of experience as an Asst. Manager for Corporate Social Responsibility (CSR) and my M.A. in Sociology with a high GPA from Delhi University, which awarded me a certificate of excellence, to good use. I believe I am qualified for this position.**

- **Convince the employers of your experience and other achievements(the main body of the job application letter).**

**As you can see from my enclosed C.V., I have met the requirements for the position of manager (CSR) head through my extracurricular activities and have worked in a variety of NGO settings. During my studies, I interned in human resources management at the Hope India Gurugram branch, where I gained practical experience in the HR department, which will benefit me in this position at your organisation. In my present position as assistant manager (CSR), I have made strategies for the utilisation of 1% of people's time that will give me an edge in delivering on my responsibilities as manager (CSR) head. I am capable of developing CSR money utilisation in the village adopted by the company. I have extensive experience working with various government agencies and non-governmental organisations to maximise CSR. My experience and excellent oral and written communication skills should make me a valuable candidate for the position of manager.**

- **Prepare your employer to take immediate action on your application for a job(Concluding Paragraph).**

**A copy of my C.V. is enclosed with copies of testimonials. With my experience as an assistant manager, I look forward to the challenge of becoming a manager in your company and enhancing business of Credit Sage Pvt. Ltd., I would be delighted to answer any additional questions you may have, and I hope to have the opportunity to meet you. I am available to attend the interview at your convenience, and I hope to hear from you as soon as possible.**

**Complimentary closing**

Sincerely

**Signature and name:**

Minu Sen

Encl: C.V.

**Resume Format the post of Manager(CSR) Head**

**OBJECTIVE:**

**CSR importance for the community is a known field for me and my aim to become CSR Manager to spread the concept of Corporate Social Responsibility for the benefit of both the organisation and the the needy people.**

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**EDUCATION:**

**K.U. Kurukshetra, May 2016**

**B.A.(Hons.) Sociology**

**Delhi University Delhi, May 2018**

**M.Sc. Sociology**

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**SPECIAL SKILLS:**

**Strong Interpersonal and communication skills in verbal and written way**

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**EXPERIENCE:**

**Asst. Manager for Corporate Social Responsibility (CSR): October, 2018-Present**

**SSEN, Hyderabad**

- **Worked as Asst. Manager for Corporate Social Responsibility (CSR) on different projects of CSR.**
  - **Four Years experience with NGO to disburse CSR amount**
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**HONOURS AND ACTIVITIES:**

**Member of CSR Group, Hyderabad**

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**KEYWORD SUMMARY:**

**Manager, CSR, NGO,**

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**Contact:**

**H. No. 47**

**Sector-6**

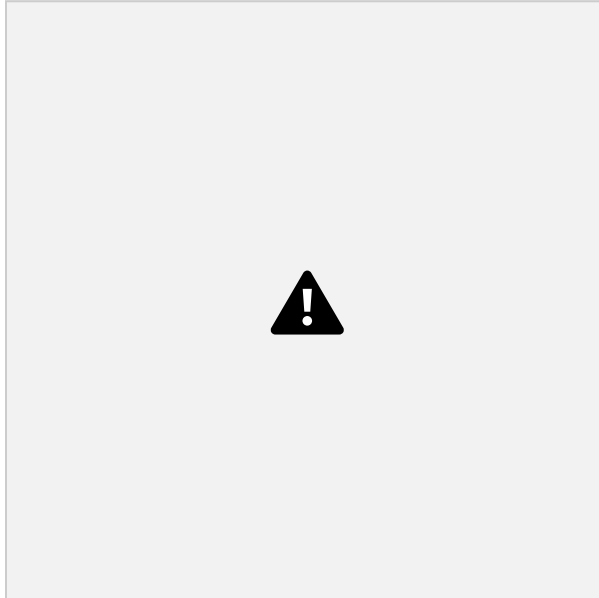
**City- Hyderabad**

**Telephone-+91-58987589**

Email-xyz@gmail.com

**[ReadLearnExcel's Complete Class 12 English \(Core\) Examinations Solution: e-Book](#)**

[caption id="attachment\_16459" align="alignnone" width="300"]



Canva (e-book)[/caption]

**CUET 2023**

- **[CUET 2023: Common Entrance Test to Choose Course and College](#)**

**1. Write a letter to the Deputy Commissioner of your district complaining about the poor conditions of roads in your locality**

**Mahinder Singh Yadav**

**H.No. 942**

**Sector 6**

**Jhajjar-124103**

**Date: October 10, 2022**

**The Deputy Commissioner**

**Jhajjar**

**Subject: To complain about the poor condition of the road.**

**Respected Sir**

I would like to bring to your kind notice the poor condition of roads in Sector 6, Jhajjar. There are big holes in the road, which cause many accidents in our locality. We have already appealed to the estate office to look into the matter, but unfortunately, no action was taken by the estate office. So, we have to write to you about how bad the roads are in Sector 6, Jhajjar.

The roads from the main entries from Gurugram and Rewari are totally damaged during the rainy seasons. The wide roads and connected roads are in poor condition. Even walking on these roads is not possible during the night. We have written to the authorities many times, but we have not been heard by the concerned authorities.

Therefore, the RWA of this sector decided to write to you to draw your attention. Thus, RWA requests that you must instruct the PWD department to repair the road. Your positive action will be highly appreciated by the residents of Sector 6, Jhajjar.

Thanking you

Sincerely

Mahinder Singh Yadav

+9125658954

- [Formal Letter Writing in English: Ultimate Letter Writing Solution](#)
- [“The Cover Letter: The Most Important Tool for Landing Your Dream Job”](#)
- [The Format, Template, Topics, and Examples of Letters to the Editor](#)

**Example 2. You are Deepansi/Dharmender, a resident of Rohtak. You saw an advertisement for the post of English Teacher at Ganga International School, Panipat. Write an application to the Principal of the school for the post of English Teacher.**

Deepali/Dharmender

H.No. 47

Sector 6

Delhi Road

Rohtak

Date: 21/03/2023

The Principal

Ganga International School

**Delhi Road**

**Panipat**

**Subject: Application for the post of English Teacher**

**Respected Sir**

**Concerning your advertisement for the post of English Teacher in The Tribune, dated March 20, 2023, I am applying for the post of English Teacher in your reputed school. I am highly interested in this position and I would be highly thankful if you could consider my application for the said post.**

**I have completed my M.A. in English from the Department of English, Kurukshetra University, Kurukshetra. I have been working as an English teacher in an English-medium school for the last two years. While working as a teacher with students and parents, I have come across a lot of challenging situations. Therefore, I have gained a lot of experience as an English teacher. I am digitally strong and I have good knowledge of computers. I am fond of solving students' problems in all circumstances.**

**I have attached my detailed CV with the application. I hope you will consider my application for an interview. Your positive response will be highly solicited. Thank you in anticipation.**

**Yours faithfully**

**Deepali/Dharmender**

**Formal Letter Sample 2: Official Letter of complaining about poor patrolling by the police**

**Question 3. Write a letter to the Superintendent of Police of your district complaining about poor patrolling by the police in your area resulting in petty crimes. (HBSE 2017D)**

**240/7, Ward No. 7**

**Arya Nagar**

**Panipat**

**25th March 2023**

**The Superintendent of Police**

**Panipat**

**Subject: Complaint letter regarding police patrol in our neighbourhood.**

Respected Sir

I, Mahesh of Arya Nagar, am writing to draw your attention to the rising crime rate in our neighbourhood. Crime in the area has increased, and one of the reasons is poor patrolling by police officers on the beat.

Unfortunately, police patrolling in our area is not very strict, and only a few officers are seen patrolling in the area. Police negligence facilitates criminal activity. Theft is on the rise in our community. We usually see police patrolling in the early hours of the night, and they seem unconcerned about what happens during the night. They also attacked the watchman, who was seriously injured and hospitalized. So there is no watchman these days.

So, please look into the matter and assist us. Please assign police officers to work late at night. Please ask your people to uphold the rule of law and order. Arrest anyone found roaming the colony at night for no apparent reason. This will help to put a stop to such incidents. Your prompt action in this matter will be greatly appreciated by the people of the area. Thank you in advance.

Yours sincerely

Mahesh

**EXERCISE FOR PRACTICE: 1. Write a letter to the SHO of your locality reporting the theft of your bike/scooter. You are Nisha/Naresh living at 1020, Sector 6, Jind. (HBSE 2018 SET D)**

**2. Write a letter to the librarian of your school requesting him to remit your library fine(2017B)**

**3. Write an application to the Principal of your school requesting her to grant you one day's leave. Sign as Kanika/Kunal of class XII. (2018B)**

**4. Write an application to the Principal of your school requesting her to remit your fine for being absent from school. Sign as Roma/Rajiv of class XII.( 2018 C)**

**Question 4. You are interested in taking The British Council library membership in Delhi. Write a letter to The Head Librarian asking for the details and the required procedure. You are Preetam/Priya. (2017)**

H.No. 217

Sector 6

Jhajjar

7th May 2023

**The Head Librarian**

**The British Council Library**

**Kasturba Marg**

**New Delhi**

**Subject: Application for membership in the British Council's library in Delhi**

**Respected Sir**

**I'd like to draw your attention to the fact that I am a student at Kirori Mal College, Delhi University. I'd like to join your esteemed library at the British Council in New Delhi. Our college is on summer break.**

**I am a final-year student at Kirori Mal College. I intend to take the IELTS exam within the next month. As a result, I enrolled in an IELTS preparation course. As a result, I will need to join your library. I'd like to use your library's resources because you have the best collection of new books on various subjects in Delhi. In addition, I must attend IELTS training at the British Council. As a result, I will require library membership. Please inform me of the membership terms and conditions.**

**I'm hoping to hear from you soon. I'm looking forward to hearing from you. Thank you very much.**

**Sincerely Yours**

**Preetam**

### **Formal Letter Sample 5 – Letter to the Editor about repairing of a road in your city**

**You live in Sector 6 of HUDA Colony in Jhajjar. The sector's roads are in poor condition, and you have written to the local authority several times, but no action has been taken. Write a letter to the editor of "The Tribune" requesting that it be published.**

**Mahinder Singh Yadav**

**H.No. 942**

**Sector 6**

**Jhajjar-124103**

**Date: October 10, 2022**

**The Editor**

**The Tribune**

**Chandigarh**

**Subject: Repairing of road in Sector 6, Jhajjar.**

**Respected Sir**

**I would like to bring to your kind notice the poor condition of roads in Sector 6, Jhajjar. There are big holes in the road, which cause many accidents in our locality. We have already appealed to the estate office to look into the matter, but unfortunately, no action was taken by the estate office. So, we have to write to you about how bad the roads are in Sector 6, Jhajjar, so that your respected newspaper can report on it.**

**The roads from the main entries from Gurugram and Rewari are totally damaged during the rainy seasons. The wide roads and connected roads are in poor condition. Even walking on these roads is not possible during the night. We have written to the higher authorities many times, but we have not been heard by the concerned authorities.**

**Therefore, the RWA of this sector decided to write to you to draw the attention of the authorities at the upper level. Thus, RWA requests that you publish your article in "The Tribune." Your positive action will be highly appreciated by the residents of Sector 6, Jhajjar.**

**Thanking you**

**Sincerely**

**Mahinder Singh Yadav**

**+9125658954**

**6. You are Mohan Lal, living at 30, sector 29, Karnal. Write an application for the post of manager in a bank.**

**1. Sender's Name and Address:**

H.No. 30

Sector 29

Karnal

**2. Reference no. and date:**

March 5, 2023

**3. Receiver's Name and Address:**

The Manager

Punjab National Bank

Chandigarh

**4. Subject of the Letter:**

**Subject: Application for the post of manager.**

**5. Greeting or Salutation:**

Respected sir

**The body of the letter:**

**Opening paragraph – Grab the reader's attention with 2-3 of your most notable academic accomplishments. You should also include the following in your introductory paragraph:**

- Why are you applying for this post?
- When and where did you discover the post?
- Cover all your testimonials and qualifications, which help convince the employer to take action.
- Explain how can be an asset to the organisation?
- Sell your skills like a salesman.
- Adopt a different approach at the beginning of the letter, avoid such sentences which are common in use **“Concerning your advertisement...”**

On March 5, 2022, I was reading “The Tribune’s” advertisement column when I came across your advertisement for the position of manager at the State Bank of India. It immediately piqued my interest that a reputable bank like yours would be able to put my 5 years of experience as an assistant manager at the HDFC Bank’s Delhi Branch and my M.B.A. degree with a high C.G.P.A from a renowned institute, which awarded me a certificate of excellence to good use. I believe I am qualified for this position.

- **Convince the employers of your experience and other achievements(the main body of the job application letter).**

As you can see from my enclosed C.V., I have met the requirements for the position of manager through my extracurricular activities and have worked in a variety of banking settings. During my studies, I interned in Human Resources Management at the ICICI Bank Gurugram branch, where I gained practical experience in the HR department, which will benefit me in this position at your bank. In my previous bank, I dealt with major clients such as Reliance Industries and



Maruti Udyog Private Ltd. My experience in human resources, computer expertise, and customer relations, as well as my excellent oral and written communication skills, should make me a valuable candidate for the position of manager.

- **Prepare your employer to take immediate action on your application for a job(Concluding Paragraph).**

A copy of my C.V. is enclosed with copies of testimonials. With my experience as an assistant manager, I look forward to the challenge of becoming a manager in your bank and enhancing your banking business. I would be delighted to answer any additional questions you may have, and I hope to have the opportunity to meet you. I am available to attend the interview at your convenience, and I hope to hear from you as soon as possible.

### **Complimentary closing**

Sincerely

### **Signature and name:**

Mohan Lal

Encl: C.V.

**Question 7. 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

**8. You ordered a washing machine last week. It is not working properly. Write a complaint letter to the manager, L.G. India as your machine is under warranty.**

**240/5**

**Adarsh Nagar**

**Yamuna Nagar**

**25/04/2022**

**The Manager**

**L.G. India**

**New Delhi**

**Subject: A complaint about the washing machine**

**Dear Sir**

**I purchased a fully automatic washing machine from your showroom on April 20th. After receiving the machine, I started the washing and it was not working properly while drying the clothes.**

**I regret to inform you that the washing machine I purchased from your store under cash memo No.200 dated May 7th with a two-year warranty stopped working after ten days.**

**The machine is now making an unbearable noise, and the motor is tearing delicate fabrics.**

**All of this is causing me a lot of trouble, and I feel cheated. As a result, I request that you remove the minor flaw or replace it with a new one by the terms of the guarantee certificate. Your prompt action will be greatly appreciated.**

**Thanks**

**Your Customer**

**Signature**

**XYZ**

**Question 9: 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

**Question 10. 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