

Write a letter to Police officer
and show concern regarding increasing
incidents of Theft in the neighbourhood

Examination Hall,
City A.B.C.,

Dated: April 28, 2023

The Police Officer,
Complaint Centre, Department of Police,
City X.Y.Z.

Dear Sir,

Subject: Informing about the
increasing incidents of theft
in the neighbourhood.

I am writing this letter
to express my deep concerns regarding
increasing incidents of theft in the
neighbourhood. At once, our locality was
considered as a model regarding safety
and security, but unfortunately situation
has quite changed now.

The incidents of theft have
been reported at a record level during
previous few months. There are rumours
that number of gangs are operating
in the city. These gangs are equipped
with advanced tools and operate extensively
without any fear.

Although, Police is acting vigilently against these criminals, but increasing incidents show that these actions are not adequate to counter this issue, and much harder steps are required in this regard.

Our community, which is in fear because of the prevailing situation, is often eager to cooperate with police in order to improve the situation.

I am thankful to you for your attention to this matter and looking forward towards your action

Yours Sincerely,
D. E. F.

Application to District Administrator to Provide Funds for Garden Project in your locality

The Administrator,
Municipal Corporation,
City X. Y. Z.

Subject: Provision of funds for Garden Project.

Sir,

I am writing you to request that funds which were designated for a garden project in our locality have not been provided till now; Although, an year has been passed when application for these funds was approved by municipal corporation.

We are in need of such a project on urgent basis as locals have to visit some other area if they want to go park. Moreover, lack of any such facility brings a negative impression regarding our town.

I hope that you will take action on urgent basis, and fulfil all formalities linked with this matter. We are eager to cooperate with you on this issue.

Yours truly,
A. B. C.