

Letter Writing

Q1: Write a letter to Chairman Housing Authority complaining about missing amenities like water, sewerage, ^{electrics} gas and street lights in your residential area and request him to provide these facilities at earliest.

March 12, 2023

Chairman Housing Authority
Address?

Subject: Request for Providing Missing Amenities

Dear Sir Punctuation is poor. Avoid cutting.

Asalam-u-Alaikum your services as Chairman Housing Authority have been commendable and in light of that, I would like to draw your attention towards an issue of missing basic amenities in my area. For the past few months the basic infrastructure of our area has been in turmoil. There have been ~~power~~ cut-offs of water supply and ~~and~~ gas constant blackouts and repetitive problems of sewers due to blockage. We have already reported these problems to local authorities but still a permanent solution has not been reached. The lives of people in the area have not been anything less of a nightmare. We are finding it hard to carry out our day to day tasks. So seeing your previous achievements in solving the problems of the common man, I most humbly request you to visit our area and see a permanent solution to these issues the people of the area ~~are~~ ^{would} be most thankful.

Yours Faithfully,

X.Y.Z