

Date: _____

Applications

Write an application to Higher Education Commission for allocation of funds for higher studies abroad.

~~To~~

Examination Hall,

The Chairman

City A.B.C.

aug 10, 2023

Higher Education
Commission,

Islamabad,

Subject: Allocation of funds
for Higher Studies

Sir,

With due respect, it is stated that I have graduated from university of engineering and technology in the subject of Environment sciences (session 2020-21). I secured first position in the class, securing CGPA-3.7. Environmental sciences is my favourite subject, and I wish to pursue advanced studies in the subject but unfortunately, no Pakistani university is offering higher degree for the said discipline.

I, therefore, intend to go to a foreign university for the purpose but I cannot afford the financial cost of studying abroad as I belong to a middle class family. My father is a govt. servant and the sole breadwinner for the family.

I have come to know that HEC provide financial support for studies abroad to the deserving students. It is requested that I may kindly be provided the same for studying abroad.

Environment is going to be a major issue of Pakistan in future and environmental experts would be required to address this issue. I am eager to come back to Pakistan, equipped with the latest knowledge in the subjects and serve my country. I shall be obliged for this favour.

Date: _____

Relevant documents are enclosed with the application. And please let me know if any further information is required by your office.

Thanking you in
advance,
your obediently,
X. Y. Z
signature
ayesther.

Write an application
to the executive engineer electricity
to solve the problem of constant
power failure in your locality;

Examination Hall,
A-B-C,
Feb 2, 2023

To _____

The executive engineer,
Department of power
Lahore,

Subject: Request for restoration
of regular power supply.

Sir,

With the reference to the subject mentioned above, I would like to bring to your attention towards the problem of frequent loadshedding in city Narany, Mutella Muhammad pura. We have been submitted several ^{complaints} reports to the power department, nothing has been done till date and the locality continues to face frequent load shedding. Due to this the people residing in this locality are facing much hardship. Both parents and their school going children are unhappy with the frequent power cut as it disrupts their daily study hours.

frequent power cut at night had also lead to an increased crime rate. It may also be noted that it is the common and the poor group of people

Date: _____

who suffer the most during load shedding because they cannot afford to buy generators - I therefore request you and the power department to take remedial action and restore uninterrupted supply of power to Narang locality at the earliest.

Thanking you gratefully,
Yours sincerely,
X. Y. Z

Application to the chairman Bait-ul-Mall Requesting him for the grant of a Scholarship.

Examination Hall,
Distt A.B.C.
Aug 10, 2023

The chairman,
Bait-ul-Mall, district A.B.C.
Sir,

Most respectfully, I beg leave to say that I passed the Intermediate Examination this year - I got 80 marks in this examination - I am the son of a poor family. My father is a clerk in the Health Department in Basic pay scale No. 9. He has a large family to support and as such he cannot bear my college expenses any more. I have come to know that Bait-ul-Mall helps the deserving poor students - I wish to study further but cannot do so without financial help. I college I have taken up physics and chemistry as my major subjects, and intend to specialize in physics.

I, therefore, request you to grant me a scholarship to meet my educational requirements. This will help me make my future. I would be highly obliged to you for this favour.

Yours obediently,
X. Y. Z.

Date: _____

Application to the District Co- ordination officer for appointment as a clerk

Examination Hall,
A. B. C (city),

Feb 29 2023

To
The District Co-
ordination officer,
District A. B. C.

Sir, Having come to know through a reliable source that you require a few clerks for your office, I beg leave to offer myself as a candidate for one of the posts - As regards my qualifications and experience, I state as under:

(1) I am a young man of 20 with a good physique, belonging to a respectable ^{and} family.

(2) I passed the B.A. - Examination from Punjab University this year in the first division securing 80 marks.

(3) I know type writing and short-hand - My speed in type writing is 40 and in short hand is 80 words per 15 minutes.

(4) I also hold a certificate in MS office (computer), and can prepare worksheets.

(5) I worked in the health Department as a clerk on a temporary post for three months and I am fully conversant with the office work.

If I am lucky enough to be appointed to the post applied for, I will assure you, sir, that I will leave no stone unturned to satisfy my superiors with my work and behaviour.

Write an application to Tehsil Nazim, Tehsil Municipal Administration regarding the unhygienic condition of the place where you live.

Examination Hall,
A. B. C (city)

Date: _____

Feb 14, 2023

The Tehsil Nazim,

The Tehsil Municipal Administration,
A. B. C. (City).

Dear Sir, I would like to invite your attention to the bad sanitary condition of our street.

This street seems to have been neglected. It is full of canies, big and small. Heaps of dirt are lying here and there in the street.

Sewerage system of this city is also defective. Dirty water keeps standing for many days and gives out stinking smell. It is extremely inconvenient for us to pass through the street. The sweepers of the Municipality have neglected doing their duty. I brought this matter to the notice of sanitary inspector, he promised to improve the situation but nothing has been done so far.

I therefore approach you with the request to arrange for the removal of garbage, heaped up in the street at regular intervals. The sweepers should be directed to attend their duties regularly and wash the drains daily.

Life has become a hell for us. Your kind attention can make it worth living.

Yours faithfully,
X. Y. Z

Write an application to the Distt.

Health Officer about the absence as well as the maltreatment of doctors of the rural areas with the patients.

Examination Hall,
A. B. C. (City),
March 20, 2022

The District Health Officer,

Date: _____

A.B.C. (District)

Dear Sir,

To provide the best possible medical care for the public is the prime duty of a good government.

As seventy percent of our population lives in villages, our rural areas need more attention and facilities.

But it is an unfortunate fact that conditions are not satisfactory in village hospitals.

I would like to draw your attention to certain problems of rural areas. You know that there

are only a few hospitals and health centres in these areas. But the irony of fate

is that there are no doctors. The doctors appointed in rural areas do not come

to join. If some come, they often remain on leave or absent. The hospitals

are left to the mercy of the dispensers.

This causes a lot of problems for the rural patients. They cannot get proper medical treatment, and very often they have to travel to the city hospitals.

The doctors who attend their duty are not very kind and sympathetic to the patients. Usually, they are

~~be~~ bossy and maltreat the patients.

I, therefore, request you to look into the matter personally.

The doctors serving in rural areas should be directed to attend their duties

regularly and behave with the patients kindly.

Yours faithfully,

X. Y. Z

Write an application to the Inspector General of Police about the discriminating (showing favour or disfavour) (unjust) attitude of the police towards the civilians.

Examination Hall,

A.B.C. (City)

March 2, 2023

Date: _____

To
The Inspector General of Police,
Punjab, Lahore.
Dear sir,

I want to attract your attention to the discriminating attitude of the police towards the civilians - they show favour to some and disfavour to others.

In the eyes of law all the citizens are equal, and they must be justly treated according to the law of the country. Being Muslims, we know that in Islam all are equal to one another - Our policies seem to be ignorant of this Islamic principle.

It is a common observation that while enforcing law, our police give more importance to the social status or political importance of a person.

The police have no moral courage to lift an eye to the law-breaker if he is an important political figure.

A man having a big bungalow, a big car, a heavy bank balance and political favours from men in office is highly respected and given special treatment. But on the other hand, a poor man enjoys no protection of law. A deaf ear is turned to his complaints. He is not honourably treated.

Even for a minor breach of law, he is held and put behind the bars.

The result is that people do not respect the police men and do not cooperate with them, with the result that crime rate is increasing.

I, therefore, request you to take some suitable steps to change the culture and attitude of the police - Several actions may be taken against the black sheep, who indulge in such injustice - Lectures may be arranged on the moral duties of the police.

I hope this will promote cooperation between the police and the public.

Your faithfully,
X. Y. Z. (Ayestha)

Date: _____

Your faithfully,
X. Y. Z.
ayestha

Write a letter to the editor of a newspaper on rash driving;

Examination Hall,
A. B. C. (City)
March 2, 2023

To
The Editor,
The News, ~~for~~,
Lahore,
Dear Sir,

Through the columns of your esteemed paper I want to invite the attention of the authorities and the public to the problem of rash driving.

These days, road accidents have been on the increase. The main cause is rash and reckless driving. Buses start a race to beat one another. The drivers try to overtake one another. Most of the roads and turnings in our country are narrow and risky. This results in horrible accidents. I want to suggest the following steps to check this tendency.

(a) Police check posts should be setup at small distances. Surprise roads should be made on the running buses.

(b) Licences of the drivers who are in the habit of rash driving should be ~~also~~ cancelled at once. If the bus companies neglect the warning, their route permits should be discontinued.

(c) The public should also cooperate with the Govt. The passengers should enforce the drivers not to exceed the speed limit.

They should refuse to board by the buses which do not follow traffic rules. This can do much in this respect.

Yours truly,
X. Y. Z.
ayestha

Write a letter to the Editor of newspaper, complaining of the bad roads and

Date: _____

Write a letter to the editor of a news paper complaining about the vulgarity / obscenity of films

To

The Editor,
The NEWS,
Lahore.

Dear Sir,

I shall be thankful if you punish this letter in the columns of your esteemed daily. I want to draw the attention of the public to a great danger that threatens our young people.

I refer to the vulgar pictures that are daily shown in the picture houses all over the city, and on TV.

These vulgar films are gaining popularity. They are full of half naked dancing girls, illicit love and vulgar exhibitionism.

The way the hero and heroine are shown meeting each other, singing songs is a poison to our youngsters.

Indian films shown on different channels add fuel to the fire. One shudders to think what impression such pictures on the immature mind of the young.

Crime films are yet another danger. Indiscipline in colleges and schools is because of crime related films. Violence in society is because of such films that glamorize the criminals.

Boards of censor seem to sleep through these shows, or they judge the films on America standards.

The people and the authorities should do something.

Yours truly,
X. Y. Z.

A film Geor.

Letter to the editor of a news paper on the difficulties of the

Date: _____

The public should be called upon to contribute towards their maintenance. Those beggars who suffer from infectious ailments, should not be allowed to spread diseases by moving about in streets or lying on roadsides. They must be allowed to spread diseases by moving about in streets or lying on. They must be sent to hospitals for treatment.

Your truly,
X. Y. Z
ajesth

Write a letter to the editor of a newspaper, expressing your views on the evils of selling food exposed to flies.

The Editor,
The Daily Express,
Lahore.

Dear Sir,

let me draw the attention to the Health Department and other concerned to the sorry state of affairs in the matter of sale of food to the people.

Sweets, curd milk and other edibles are all kept by the shopkeepers and hawkers in big trays uncovered. They are exposed not only to dust but also to flies. These flies, as everybody knows, cause various kinds of diseases. They sit on these edibles and infect them with disease germs. Cholera, typhoid etc appear in an epidemic form when man eat the contaminated articles of food.

The Health officers and sanitary inspectors should visit shops every day and see that all such articles are kept in glass cases or covered with wire gauze.

The defaulters, who carelessly play with the lives of the people, must be punished.

Your truly,
X. Y. Z.

ajesth

Date: _____

victim to this temptation -
The authorities concerned should take notice of this dishonesty and take suitable steps to check this corruption.

Your truly,
X. Y. Z -
Write a letter to the Editor of a Newspaper about the overloading of passengers and overcharging of fares in the public transport.

The Editor,
DAWN,
Lahore.

Dear Sir,

I shall be thankful if you publish this letter in the columns of your esteemed daily. I want to draw the attention of the authorities to the problem of overloading of passengers and overcharging of fares in the public transport.

In our country, the population is increasing at a tremendous rate. As such various facilities provided by public and private sectors have fallen short of the population. Public transport is no exception to it. There is shortage of public transport.

People are more and vehicles are a few. So buses and vans which are available are always overloaded.

Overloading of passengers has become the routine of public transport. Inside the buses, the passengers are packed to the full. Some are asked to get on the roof of the buses. Some adventurous persons dare travel by hanging along the doors and windows.

Taking advantage of this, the drivers and conductors have started over-charging. As there is no fare list, the passengers are forced to pay the extra amount. Such such exploitation is condemnable.

The authorities concerned should take immediate steps to check these two curses, overloading and over-charging.

Yours truly,
X. Y. Z
ayesth.