

Letter Writing (PTA Questions)

1. Nithya wanted to write to the manager of a bank asking him/her information regarding bank loan facilities for further studies. She started her letter but could not complete it. Complete the content of her letter in about 100 words.

I wish to bring to your kind knowledge that I am R. Nithya and I have completed my 12th standard with 90 percentage. Now I would like to apply for B.E. Mechanical Engineering at PSG Engineering College, Coimbatore. The tuition fee costs Rs. 50,000/- a year. As I belong to a middle class family, I am unable to afford to that much cost. So I would like to seek the information regarding educational loan facilities offered by your reputed bank.

I will be extremely thankful to you if I am furnished with the information at the earliest.

Thank you,

2. D. Ramya wrote a letter to the collector of Chennai District expressing her wish to contribute some funds she had collected for the victims of a recent flood in her city. She started her letter but could not complete it. Complete the content of her letter in about 100 words.

I wish to bring to your kind knowledge that I am D. Ramya studying in 10th standard in Govt. Hr. Sec School., Chennai. I deeply feel sorry for the loss of lives and properties caused by the recent flood in our city. Yet I am determined to help the victims overcome their grief to a certain extent. As a part of that, I have collected a donation of Rs. 30,000/- from our villagers. I would like to contribute this fund for the victims. Herewith I have enclosed a demand draft for Rs. 30,000/- . Please do accept that.

Thank you,

3. Kumar wants to invite his friend Siva for his sister's marriage. He had the format of his letter ready but had yet to write the content. Complete the content of his letter in about 100 words.

My dear Siva,

I am fine. I hope this letter finds you in a good health. My sister's marriage is to be held on _____ at SRK Mangala Mahal, Chennai. I am extremely delighted to invite you for the marriage. At the same time, I also feel sad for not being able to invite you in person. Herewith I have enclosed the invitation. Please do attend the function and grace the auspicious occasion.

4. Junaida is planning to celebrate Bakrid in her house at Madurai. She started writing a letter to her cousin Musfira asking her to come over with something that she needed for the celebration. For some reason she could not complete the letter. Help her by completing the content of her letter in about 100 words.

Dear Musfira,

How are you? I am fine. This year we have planned to celebrate Bakrid in a grand manner. I cordially invite you for the function. I have got all the arrangements ready for the celebration. Still I need a camera to capture the precious moments of the occasion. Please do bring the camera along with you.

5. Simon wrote to his uncle about his aspiration to join a course in Music after his tenth standard. The letter got drenched in the rain and the content got erased. Complete the letter for Simon in about 100 words.

Dear Uncle George,

I am fine. I hope you and aunt are hale and healthy. I am extremely pleased to inform you that I have completed my 10th standard with 90 percentage. As I am interested in Music, I would like to join a course in Music. I seek your valuable guidance in this regard.

Convey my regards to aunt.

“What a lot we lost when we stopped writing letters.
You can't reread a phone call.”

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