

SPECIMEN LETTERS

1. A letter to your father explaining the reasons of your failure in the examination.

Examination Hall,
A.B.C.,
17th August, 2007.

My dear father,

Assalam-o-Alaikum

Two days before, I received your kind letter. Though it was full of love and blessing for me, yet I felt the anger in between the lines. You have received my result card and you know that I am fail in English and Biology both, in the previous monthly test. Though I am not directly responsible of this failure, yet I will try my best to clarify my position why I have failed.

Infact I seriously fell ill before the starting of the examination. I was unable to leave my bed for two weeks. When I recovered, there were only seven days left in the examination. I started my studies for the examination. Thus, when the examination started, I was fully prepared for my papers.

English and Biology papers were totally against my expectations. The questions asked were not from those I had prepared consequently I failed in the two papers.

I am regretful for what has happened. I am hopeful that I will make up my deficiencies. I promise and assure you that my annual result will bring a colour of pride on your face. Some of my teachers are so sure about my success that they have even congratulated me in advance.

Respect for elders and love for youngsters, I am

Your loving

X.Y.Z

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2. A letter to your younger brother, persuading him to improve his English.

Examination Hall,

A.B.C.

16th March, 2007.

My dear Mansoor,

The postman gave me your letter yesterday. It is always a matter of pleasure when I receive a letter from my dear ones like you. Anyhow, I became very happy when I found that you are happy there in the hostel. And that you are taking your classes regularly.

But there is one thing that made me upset. You have sent your D.M.C along with your letter. You have got good marks in most of your subjects but your marks in English are not satisfactory. Even the letter you have written to me was full of grammatical and spelling mistakes. I feel that your English is not very good.

As you know, English is an international language. It is understood all over the world. It is the richest language of the world. All the latests books in all field of of life e.g information medicine, literature etc are available in Enligsh language. Therefore, wecakness in English is not a good sign on your part. You should improve your English. In this regard let me give you some suggestions.

1. Read English newspapers stories, Novels etc.
2. Listen to English news on Radio regularly.
3. Pay attention to spellings. Consult dictionary if you have any doubt.
4. Pay attention to your grammar also. Learn the basic rules of grammar.
5. Write at least one composition daily for practice then check it by a teacher.
6. Keep in touch with your teachers for guidance in English language learning.

I hope you will follow my suggestions. I am sure you will improve your English within few months.

Wish you best of luck.

Yours loving brothers

X.Y.Z

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3. A letter to your friend congratulating him on the success in the examination he has passed.

Examination Hall,

A.B.C,

18th August, 2007.

My dear Irfan,

Assalam-o-Alaikum!

Yesterday, I received your letter. In your letter, you have informed me that you have passed your intermediate (Part-I) examination. My joys knew no bounds when I read this success of yours. You have written that you have got 426/550 marks. It is a

very good score. I am sure that God will bless you with such successes in future.

It is true that you have got good marks in F.Sc (Pre-Medical) Part - I, but this success should not make you lazy. You should continue your hardwork with the same spirit and zeal. Inshallah you will get more marks than the present one in future. I am sure you will get admission in a reputed medical college.

All of us are very happy at your success and congratulate you for this achievement.

Please say my salam to your parents and love to young ones.

Yours Sincerely,

X.Y.Z

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4. A letter to your friend telling him about the profession you want to adopt after examinations. Give solid reasons for your choice.

Examination Hall,

A.B.C,

14th July, 2007.

My dear Farid,

Assalam-o-Alaikum!

On monday, when I was returning from Bazar, the postman gave me your letter. Since the college is off and the examination is over. Therefore, I was not expecting of a letter from a classfellow. However, your letter proved that you are really my dear friend as you have remembered me in these days.

In your letter, you have asked me a strange question. Truly speaking, I had not thought about that what I want to do as our examination is over and the result is still awaiting. You meant to ask about the profession I want to adopt.

For a few days, I thought over it and also consulted some people and my parents. Then I decided to join Pakistan army. Wait, I am giving you the reasons why I want to join army.

1. You know that I am an arts student. I can neither become a doctor nor engineer. Similarly I am not crazy for high marks. I have got 370 in part-I (F.A).
2. I like action in life. I have lived an active life. I can not sit patiently for hours like you. I am simply interested in passing the examination.
3. I am physically hearty and fit.
4. By joining army, I will serve my country with my life.
5. I will get a good salary, free medical check up of family, cheap items from CSD if I join army.
6. I will enjoy a high status in society. I am sure that on the basis of these reasons you will approve my choice of profession.

Please convey my love to elders and love to younger.

Yours Sincerely,

X.Y.Z

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5. A letter to the editor of a newspaper on pollution in your area and how it is affecting the health of the people.

Examination Hall,

A.B.C.

15th August, 2007.

To

The Editor,
The Frontier Post,
Peshawar.

Sir,

Through the columns of your esteemed newspaper I want to draw the attention of health authorities towards pollution in our area, Miskeen Abad and how it is affecting the health of our people.

There was a time when this area of the city was always very clean and neat. We were proud of our area and used to compare it with other areas of the city. It was totally a residential area. But it was the time when we built house in this area.

Now, the situation is undescrivable. The area now looks like an "Industrial state". Every where, one can see more indsutries and less houses. For instaling an industry, the owner of it has to get an N.O.C. from the health ddepartment. But Now, there are several industries here that are installed without NOC.

Smells of chemicals and other items used in these industries have made our lives miserable. Several diseases of lungs and throat have spread here.

I don't know the names of other diseases. A doctor may know them.

Therefore, the existance of these industries is a great threat for the public life here, due to pollution. I request the authorities to issue orders of shifting these industries to some other place, and save our lives.

Thank you

Yours Sincerely

X.Y.Z

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6. A letter to the editor of a newspaper, pointing out the adverse effects of cheating in examination halls.

Examination Hall,
A.B.C,
14th March, 2007.
To.

The Editor,

The statesman,

Peshawar.

Sir,

Through the columns of your esteemed newspaper. I want to draw attention of the authorities and students towards the adverse effects of cheating in examinations. This evil is very much common among our students now a days. Not to speak of the weak and dull students, those who are clever and intelligent are also involved in this crime.

The reason behind its being a common evil is that the students have become very much lazy. They want to seek a short-cut for getting more marks, without using their minds. Similarly, our system of examination is based on memory test. It

does not test students' knowledge but his memory. That's why students who can't memorise, take help of cheating.

As a result of cheating, dull students get good marks whereas intelligent and hardworking students suffer a lot. Thus, dull people become the leader of the nation. Then how a country ruled by such people can prosper and develop.

I, therefore, suggest the following for the eradication of this evil.

1. Examination system should be reviewed.
2. Papers should check students knowledge, not memory.
3. Pocket-guide publishers should be strickly dealt.
4. Teachers should prepare student's minds for not adopting this evil.

Thank you,

Yours Sincerely,

X.Y.Z

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7. A letter to the editor about the evils of smoking in public places.

Examination Hall,

A.B.C,

15th June, 2007.

To

The Editor,
The Daily News,
Peshawar.

Sir,

Through the columns of your esteemed newspaper, I would like to bring into the notice of your readers, an important issue of our society. It is the evil of smoking in public places.

Due to some social economic and political reasons, smoking is now turning into a growing habit of our people. Not only grown ups are victim of this evil but there are some youngsters who are now involved in this evil. I think media, particularly electronic media are responsible for spreading this evil in the society.

There are a lot of ads on T.V and in the newspapers which prove that smoking is a source of mental satisfaction. But these advertisements do not show that smoking is basically a sign of frustration.

For medical point of view, Tobacco contains nicotine, Nicotine make us addicted to it after its constant intake. As a result we become victim of diseases like blood-cancer lung cancer, T.B (Tuberculosis).

One can not get rid of it easily. It requires a strong determination. Government should forbid tobacco's cultivation and manufacturing of cigarettes through passing certain laws.

I wish that medical men (doctors) should write about this evil. I am sure that my letter will motivate them for writing on this issue.

Thank you very much.

Yours Sincerely,

X.Y.Z

8. A letter to the newspaper editor about rash driving in the city.

Examination Hall,

A.B.C,

17th March, 2007.

To

The Editor,

The statesman,

Peshawar.

Sir,

Being a regular reader of your newspaper, I shall be very grateful if you allow me a little space in the columns of your esteemed newspaper. I want to invite the attention of authorities and the general public to the problem of rash driving. In my opinion it should be called as reckless driving.

The speed at which the cars and automobiles are driven now-a-days along the public road is now adopting the shape of serious danger for the public's lives. Usually the drivers are immature youngsters mostly belong to well-to-do families. Besides them, drivers of public transports don't have any driving license. That's why, such drivers are often found missing on the spots of accidents. They also escape from punishments of police. Police doesn't take actions against such car/public transports drivers.

It is true that police regulations about speed in residential area do exist, but they need implementation strictly. I would suggest the following in this regard.

- (i) Driving licences of habitual rash drivers

should be immediately cancelled.

(ii) Penalty for over-speeding should be made heavy.

(iii) Apparatus for checking speed should be installed on important roads.

(iv) Public should not force drivers on over-speeding.

My views will at least make the public think about this issue.

Yours sincerely

x . . y . z

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9: A letter to the editor of a newspaper about the need of compulsory military training in college.

Examination Hall,

A . B . C

July 13 , 2008.

To

The Editor,

The Daily DAWAN,

Islamabad.

Dear sir,

Through the pages of your esteemed newspaper, I want to draw the attention of authorities as well as general public about the need of compulsory military training. Due to some misconception or disinformation, authorities are thinking about to stop this fruitful practice in the colleges.

Sir, as you know, we have a hostile neighbour like India, which is more powerful a nation than we are. From the first day of our independence, we are at war with India. Therefore, we must

he always prepare for any kind of assault from this cunning enemy. We always need a strong standing army from the common public. Technically it is called a reserve army. In the event of war, we can not rely on our regular army. We always need a reserve strong force at our back.

Therefore, compulsory military training will not provide us a strong reserve force on the other hand, it will also train the young generation in maintaining law and order in the country. Besides this training will keep our young people physically strong, healthy and disciplined in their daily life and habits.

America is a strong supporter of individual liberty also in favour of this training. I therefore, strongly suggest that government should once again introduce this training in government colleges at an early date.

Your sincerely

X . Y . Z

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(10) Letter to the Editor of your local newspaper regarding rash driving and its dangers.

To,

The Editor,

The News,

Peshawar.

Sir,

through the columns of your esteemed paper, I want to divert the kind attention of the authorities to the serious problem of rash driving. The main cause of the most road accidents is rash and careless driving. It is common observation that drivers exceed speed limits and try to overtake to beat one another. This results in

tragic road accidents. The following suggestions can minimize road accidents and the tendency of rash driving.

- (i) The licenses of those drivers should be cancelled who violate traffic rules.
- (ii) Traffic police check posts should be set up on the roads.
- (iii) License issuance process should be made strict.
- (iv) Public awareness campaigns should be launched.
- (v) Passenger should refuse to travel with such drivers who do not observe traffic rules.

If govt. took some positive steps, this problem will easily be solved.

July 2013,

Your's truly,
M. Ishaq

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(11) Letter to the postmaster complaining against the irregularities of the postman of your locality.

Examination Hall,
x,y,z
July 2014

The post master,
Peshawar city.

Dear sir,

With utmost respect I beg to submit the following for your kind consideration. The postman of our area whose name is Jameel Ahmad, is very irregular and unpunctual. He does not perform his duties seriously. He is always late in delivering letters. He is lazy and careless. He does not take the trouble of going door to door. Sometimes he gives letters to careless and irresponsible

persons. That is why some important letters are lost. Please look into this matter with seriousness and take serious action against him. The inhabitants of this area would be grateful to you.

Thanking you in anticipation.

Your's sincerely,

Salman

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(12) Letter to the Editor complaining of bad roads and drains in your town.

Examination Hall,

A.B.C

July 2013

The Editor,
The Frontier Post,
Peshawar.

Dear sir,

Through the columns of your esteemed paper, I want to divert the attention of the Municipal Committee Faqir Abad to the bad condition of roads and drains in this town. Roads have not been repaired for the last ten years. The surface is uneven. Taxies refuse to move on this road. Even people prefer to walk on foot and this is also very difficult. The drainage system is also defective pools of stagnant water can be seen here and there. They emit stinking smell. They are breeding ground for mosquitoes. The inhabitants of this locality always face a constant danger of breaking out various diseases. We requested the concerned authorities time and again but this had no effect on them. I once again request them to take this problem seriously and lessen the difficulties of the people.

Your's faithfully,

M. Yasir Khan

(13) Letter to uncle thanking him for a gift sent by him on your birthday.

Examination Hall,

May 7, 2005

My dear uncle,

As you know yesterday was my birthday. I was with my friends when I received your parcel. I opened it and found a beautiful watch inside it. I am extremely thankful to you for this gift of wrist watch you have sent me on my happy birthday. This gift will remind me your great love for me. It is indeed a nice watch. I was often late for school. Now it will make me regular and punctual.

I once again thank you for this valuable gift. Kindly pay my respects to my dear aunt and love to youngsters.

Your's affectionately,

Name.....

R.No.....

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(14) Letter to father informing him of your success in exam.

Examination Hall,

x, y, z

May 16, 2013

My dear father,

I had received your kind letter day before yesterday. I could not reply immediately because I was waiting for the results of my annual examination. Today our result was announced. I

have been declared successful. I have passed the examination in 1st division. This is a great achievement for me. God had blessed me with success due to yours prayers. I am coming home the next sunday. Kindly, pay my respects to Ammi Jan.

Your loving son,

Name.....

R.No.....

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(15) Letter to friend inviting him to the marriage of your elder brother.

Examination Hall,

A . B . C

May 18, 2013.

My dear Qiaser,

I had written a letter to you on sunday. I hope you will have recieved it. But you did not reply. I could not understand the cause of your silence.

Now I am going to inform you that the marriage of my elder brother will take place on 30th May, 2013. The wedding party will go to Peshawar on sunday at 9A.M. I invite you and your family to attend the marriage. Your arrival will be a source of great pleasure for us. I hope you will not disappoint me.

Please, convey my complements to your parents.

Your's sincerely,

Name.....

R.No.....

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✓(16) Letter to father asking him to send money to you.

Examination Hall,

A . B . C

June 5, 2013

My dear father,

I came to know through your kind letter that all the family members are safe and sound. You will be glad to know that our result has been announced and I have passed the exam in good first division.

As I have been promoted to new class. I have to buy clothes and books. I also have to pay promotion and admission dues. For this, I need Rs. 2000/- rupees. I hope you will send money as soon as possible.

Kindly, pay my respects to Ammi Jan.

Your loving son,

Name.....

R.No.....

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(17) Letter to brother advising him to give full attention to studies.

Examination Hall,

A . B . C

Feb 15, 2013.

My dear brother Asad,

I received your letter yesterday in which you have written that your annual examination is going to be held on 10th March 2013. I am glad to know that you are working hard now a days.

Dear brother, you are the student of 10th class. Surely you will be desirouse to take/get admission in a standard college. for this you have to pay full attention to your studies. Be punctual and regular. Do not waste your time and take care of yourself. I hope you will not disappoint us.

Your loving brother,
Nauman.

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(18) Letter to father

امتحانی نتائج کے بارے میں

Examination Hall,

x . y . z

May 16, 2014.

My dear father,

I received your kind letter day before yesterday. I could not reply immediately because I was waiting for the results of my annual examination. Today our result was announced. I have been declared successful. I have passed the exame in 1st division. This is really a great achievement. God had blessed me with such a great success due to your prayers and guidance of teachers.

I am trying to reach home next sunday inshallah.

Kindly, pay my respects to Ammi Jan.

Your loving son,

Sajid Shah

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(19) Letter to brother

بھائی کو نصیحت کرنے کے لئے

Examination Hall,

A . B . C

Feb, 5, 2016.

My dear brother Asad,

I received your letter in which you have informed me that your annual exam is going to be held on 8th May 2007. I am glad to know that you are working hard now a days.

Dear brother, you are the student of 10th class. surely, you will be desirous to get admission in a standard college of the province. For this you have to pay full attention to your studies. Be functual and regular. Do not waste your time. Take care of yourself and avoid bad companies.

I hope you will not disappoint us. We all pray for your success.

Your loving brother,

Amjad Shah.

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SPECIMEN APPLICATIONS

A. Application to principal

1. An application to your Principal requesting him to issue you a character certificate.

To

The Principal,
Government Degree College,
Mathra.

Sir,

Most respectfully it is stated that I have been the student of your college for the last two years. I passed my intermediate (Part-II) examination from your college this year. I secured above 80% marks.

I, during the last two years was one of the most regular and punctual student of my class. I neither missed my classes nor my monthly tests. I had respected all of my teachers. I had never broken rules of the college discipline. I have actively participated in all the curricular and co-curricular activities.

Now I am going to apply for admission in the king Edwards Medical College Lahore. Apart from other documents, they also demand character certificate from the last attended institution. Therefore, kindly issue me a character certificate so that I can get admission there.

Thanking you in anticipation.

Yours Obediently
X.Y.Z

Dated: 21/10/2007

2nd Year (Pre-Medical "A")

2. An application to your principal, requesting him to buy some new books for the college library.

To

The Principal,
Government Degree College,
Takht Bhai (Mardan).

Sir,

We, the students of F.Sc (Pre-Medical), respectfully want to draw your attention to an important issue of this college. It is our college library. As you know sir, modern age is an age of science and technology. No nation can develop without the support of these two fields. In this context, our college library fails to equip the new generation with science or technology. There are very few old books on Physics, Chemistry, Biology, or other science subjects. On one side these books are now out of date and on the other side, they can't satisfy student's needs.

Therefore, kindly purchase some new books (both foreign and local in every field of arts and science for the college library.

Thanking you in anticipation

Yours Obediently,

Students of

F.Sc (Pre-Med)

Dated: 12-10-2008

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3. An application to the principal of your college for the need of a canteen within the college premises.

To

The Principal,
Government College,
Haripur.

Sir,

Most respectfully it is stated that our college is situated on a very busy road. There is always a non-stop flow of heavy traffic on the road. During the free hours, students want to buy something to eat. Even for buying a single toffee, students have to cross the road. I am afraid that this thing will give birth to a serious issue or accident in future.

You know, Sir! man is not like a machine. He needs some break during a continuous process of mental or physical labour. A single cup of tea or like thing may refresh him for further labour. After it, he will perform more better.

Therefore, it is humbly requested that you should kindly issue orders for re-opening the college canteen. With this, you will not only save student's time and money but also their lives. We hope that you will give due consideration to this issue.

Yours Obediently,

Students of

Dated: 12-09-2008

1st Year (Pre-Medical)

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4. An application to the chairman B.I.S.E Peshawar for appointment as computer operator.

To

The Chairman,
B.I.S.E,
Peshawar.

Subject: Appointment as computer operator.

Sir,

With due respect it is stated that I came to know from the advertisement of your office published in the daily "The statesman" of 17th october, 2007 that a post of computer operator is lying vacant in your office. In this regard, I humbly offer my services. My bio-data with my academic qualification is given as under.

1. I passed my S.Sc examination from B.I.S.E Peshawar in 2004, in the first division, securing 620/850 marks.
2. I know type-writing and short hand. My speed in the former is 40 words/ minute while 100 words/ minute in the later one.
3. I have diploma in computer science.
4. I have done special courses in web- making, programming and web-page designing.
5. I am expert in installing new programmes like Adobe reader, Adobe writer, Adobe Photoshop, Corel Draw, M.S Dos, etc.
6. I have the experience to run windows 95, 98, 2000 or windows XP, or windows vista.

S. I am a young, healthy man of twenty two. I belong to a respectable Qureshi family of Peshawar.

If I am given the chance I will prove myself to be your best choice for the post. I will try my best to satisfy you with my work and conduct.

Hoping to be favoured with a reply.

Note: Attested copies of my testimonials along with a recent passport size photograph are attached with the application.

Yours Sincerely,

Murad Qureshi

Muhallah Saman Abad

Narangi Road, Peshawar

Date: 20-11-2007

Contact #. 091 - 73180562

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5. An application to the DHO to open a dispensary in your locality.

To

The District Health officer,

District Peshawar,

Peshawar.

Subject: Opening a dispensary

Sir,

With due respect your kind attention is humbly drawn to an important issue of our locality. We belong to the area of Urmar, situated on the South-Eastern side of the district, about 20km.

from the city Peshawar. Ours is a very backward area. The population of the area is about four thousand people. But it is astonishing to say that there is medical facility available to this great number of people. We don't have any dispensary in our village. Even for a light disease, we are to take our patients to the city hospitals. Most of us can not afford the expenses to take our patients to the city.

Therefore, sometimes, a light disease shifts into a serious one and ultimately the patient dies.

We, therefore, humbly request you to open a government dispensary in our area and appoint some experienced doctors there. In this way, you will save the life of the people of this area. We will be very thankful to you for this act of kindness.

Yours Sincerely,

The residents of

Dated: 15-04-2007

Umar Teh. & Dist. Peshawar.

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6. An application to the admisitrator of municipal corporation Peshawar, requesting him to open a reading room in your area.

To

Administrator,
Municipal Corporation,
Peshawar.

Subject: Opening of a reading-room.

Respected Sir,

Respectfully we the resident of Gharib Abad want to draw your attention to an important problem of our area. Our area is consistant of more than 200 houses. There are about 2000 people living in this area. 70% of our population is educated.

Sir, as you know, the world is now like a global village. A person living in the east is aware of the happenings that occur in the west. In the modern world information technology has developed a lot. People who do not keep themselves aware from the world around them, they can not compete with others in the race of development.

Though most of the people in our area are educated, yet they don't know about the world around them. The reason is that we don't have a reading room in our area. Only two or three houses are there who have transistors or TVs. The rest of the people can not go to the city to buy newspapers for themselves. There is no news stall available in the area.

Therefore, it is a humble request from all of us that you should kindly open a reading room in our area. It will not only keep them aware of what is going on in the world but also make them prepare for adding their share in country's progress.

Thanking you in anticipation.

Yours Sincerely,

(80 Signatures)

The residents of Gharib Abad,

Peshawar.

Dated: 18-03-2007

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