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| Sample Letter to the Editor |

33, Jal Vihar
Wazirabad, New Delhi - 33

Dated: 17 July 20XX

The Editor
Hindustan Times
New Delhi.

Subject: Need for people’s movement for a clean Yamuna

Dear Editor

I am Radha G, member of NGO AWAAZ. I am writing to you in order to highlight the deteriorating condition of river Yamuna.
The city of Delhi is getting contaminated water from river Yamuna. The residents are to be blamed for this. They pollute the river with garbage, sewage and filth. The river water is full of bacteria, plastic, chemicals and other waste materials. It is unfit for consumption.
The people have been demanding a Water Treatment plant. The authorities have not yet responded to the repeated requests.
I request you to highlight the problem in your newspaper and arouse public interest. We all need to get together in order to get the plant set up in the area.

Thank You
yours sincerely

Radha G
Member AWAAZ.