

U24HS101 – COMMUNICATION SKILLS

UNIT – 5 – EXPRESSION OF VIEWS

16 MARKS

LETTER WRITING

1. You applied for a Marketing Executive position at TechSolutions Inc. a month ago and haven't heard back. You want to inquire about the status of your application.

June 30, 2025

From

[Your Name]

[Your Address]

[Your Phone Number]

[Your Email]

To

Hiring Manager

TechSolutions Inc.

[Company Address]

Respected Sir/ Madam,

Subject: Inquiry Regarding Marketing Executive Application – regarding.

I am writing to inquire about the status of my application for the Marketing Executive position (Job ID: ME-001) at TechSolutions Inc. I submitted my application, including my resume and cover letter, on May 30, 2025, through your online portal.

I remain very interested in this opportunity and am keen to learn more about the next steps in the hiring process. My skills in digital marketing, content creation, and social media management, as outlined in my application, align closely with the requirements of this role, and I am confident I can make a significant contribution to your team.

Please let me know if there is any further information or documentation you require from my end. I can be reached at [Your Phone Number] or [Your Email] at your convenience.

Thank you,

Yours' Sincerely,

[Your Name]

2. As a parent, you need to write a letter to your child's school granting permission for them to attend an educational field trip.

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June 30, 2025

From

[Your Name]

[Your Address]

[Your Phone Number]

[Your Email]

To

The Class Teacher

Standard VI-B

Holy Angels Public School

[School Address]

Respected Sir/ Madam,

Subject: Permission for [Child's Name] to Attend Field Trip to Science Centre– regarding.

I am writing to grant permission for my son/daughter, [Child's Name], studying in Standard VI-B, to participate in the educational field trip to the National Science Centre, Chennai, scheduled for July 15, 2025.

I understand that the trip will involve transportation by school bus and that necessary safety precautions will be taken by the school authorities. I also confirm that [Child's Name] has no medical conditions that would prevent their participation in this activity.

I have attached the consent form you provided, duly filled and signed. Please feel free to contact me at [Your Phone Number] if you require any further information.

Thank you,

Yours' Sincerely,

[Your Name]

3. You are a concerned resident of Namakkal experiencing severe traffic congestion daily, and you want to draw the attention of local authorities and the public through a letter to the editor of a local newspaper.

June 30, 2025

From

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[Your Name] [Your Address]

[Your Phone Number]

[Your Email]

To

The Editor

[Local Newspaper Name, e.g., The Namakkal Times]

[Newspaper Address]

Respected Sir/ Madam,

Subject: Urgent Need to Address Traffic Congestion in Namakkal– regarding.

I am writing to express my growing concern regarding the escalating issue of traffic congestion in various parts of Namakkal, particularly during peak hours. As a daily commuter from [Your Locality, e.g., Senthamangalam Road] to [Your Destination, e.g., near the Bus Stand], I witness firsthand the frustrating delays, increased pollution, and rising stress levels among residents.

Key junctions and narrow roads are often choked with vehicles, leading to significant commute times, unnecessary fuel consumption, and a heightened risk of accidents. While the city is developing, our road infrastructure seems to be lagging behind the increasing vehicular population.

I urge the local municipal corporation and traffic police department to take immediate and comprehensive measures. This could include, but is not limited to, optimizing traffic signal timings, implementing stricter parking regulations, exploring options for road widening where feasible, and encouraging the use of public transport. Perhaps a public awareness campaign on responsible driving and carpooling could also be beneficial.

The quality of life for Namakkal residents is being severely impacted. I hope this letter serves as a call to action for the authorities to prioritize this issue and work towards sustainable solutions for a smoother and safer flow of traffic in our beloved town.

Thank you,

Yours' Sincerely,

4. You are a prospective student interested in applying to a specific undergraduate course at a university and need more detailed information about the curriculum and admission requirements.

June 30, 2025

From

[Your Name]

[Your Address]

[Your Phone Number]

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[Your Email]

To

Admissions Office

[University Name, e.g., Anna University]

[University Address]

Respected Sir/ Madam,

Subject: Inquiry Regarding B.Tech Computer Science Engineering Program (2025-2026 Intake)

I am writing to request more detailed information regarding the Bachelor of Technology in Computer Science Engineering (B.Tech CSE) program for the academic year 2025-2026. I am a prospective student with a keen interest in pursuing my undergraduate studies at your esteemed university.

While I have reviewed the general information available on your website, I would be grateful if you could provide me with specific details on the following:

- A comprehensive syllabus or module breakdown for the B.Tech CSE program.
- Information on any specialized labs, research opportunities, or industry collaborations associated with this course.
- The exact eligibility criteria for admission, including specific marks required in [relevant subjects, e.g., Mathematics, Physics, Chemistry] in the higher secondary examinations.
- Details regarding the application process, key dates, and any entrance examinations required for international/out-of-state applicants.

I am particularly drawn to [University Name]'s reputation for academic excellence and its strong industry links in the field of computer science. I believe this program would provide an excellent foundation for my future career aspirations.

Thank you ,

Yours' Sincerely,

[Your Name]

5. You believe Namakkal has significant untapped tourism potential and want to write to the local newspaper encouraging local authorities and residents to promote its attractions.

June 30, 2025

From

[Your Name]

[Your Address]

[Your Phone Number]

Selvam College of Technology (Autonomous),

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[Your Email]

To

The Editor

[Local Newspaper Name, e.g., The Namakkal Mail]

[Newspaper Address]

Respected Sir/ Madam,

Subject: Unlocking Namakkal's Tourism Potential– regarding.

I am writing to your esteemed publication to highlight the tremendous, yet often overlooked, tourism potential that Namakkal possesses. While our town is primarily known for its poultry industry and transport businesses, we are also home to a rich tapestry of historical, religious, and natural attractions that could significantly boost our local economy and pride.

From the ancient Rock-cut Cave Temples of Namakkal Fort and the scenic beauty of Kolli Hills to the revered Anjaneyar Temple with its towering idol, there is much here to captivate visitors. However, these gems often remain undiscovered by tourists from outside the region due to a lack of adequate promotion and infrastructure.

I urge the Namakkal Municipal Corporation, the Tourism Department, and local businesses to collaborate on a concerted effort to develop and promote our local tourism. This could involve improving accessibility to sites, creating informative signage, developing comprehensive tourism brochures and websites, and perhaps organizing local cultural festivals to attract visitors. Investing in hospitality services and training local guides could also create employment opportunities.

Namakkal has a unique story to tell. By collectively working towards showcasing our cultural heritage and natural beauty, we can transform our town into a vibrant tourist destination, bringing prosperity and renewed appreciation for what makes Namakkal special.

Thank you,

Yours' Sincerely,

[Your Name]

(A Proud Resident of Namakkal)

E-MAIL

1. You're a prospective student, Raghav Sharma, interested in a Master's program at Delhi University and need more specific details about the admission process and course structure.

To: admissions@du.ac.in

Subject: Inquiry Regarding M.Sc. Data Science Program - Raghav Sharma

Dear Admissions Team,

Selvam College of Technology (Autonomous),

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My name is Raghav Sharma, and I'm writing to inquire about the Master of Science (M.Sc.) in Data Science program for the upcoming academic year. I recently completed my Bachelor of Technology in Computer Science from SRM Institute of Science and Technology and am keenly interested in pursuing advanced studies at Delhi University, given its excellent reputation.

While I've reviewed the information on your website, I have a few specific questions:

- Could you please provide a more detailed outline of the **curriculum**, particularly regarding elective modules and opportunities for research projects?
- What are the **specific eligibility criteria** for the M.Sc. Data Science program, including minimum GPA or prerequisite courses?
- Are there any **scholarships or financial aid options** available for international students, or general merit-based scholarships?
- Could you clarify the **application deadline** for the 2025 intake and whether an entrance examination is required?

I'm very enthusiastic about the possibility of studying at Delhi University and believe my academic background aligns well with the demands of this program.

Thank you for your time and assistance. I look forward to your prompt response.

Sincerely,

Raghav Sharma

[your.email@example.com]

[Your Phone Number]

2.Ms. Priya Kumar, a 6th-grade teacher at St. Michael's School in Namakkal, needs to get parental permission for a student, Rohan Mehra, to attend a historical field trip.

To: parent.rohan.mehra@example.com

Subject: Permission for Rohan Mehra - Grade 6 Field Trip to Red Fort

Dear Mr. and Mrs. Mehra,

I hope this email finds you well.

This is to request your permission for your son, Rohan Mehra (Grade 6-A), to participate in an educational field trip to the **Red Fort** in Delhi. The trip is scheduled for **Wednesday, July 16, 2025**, from 9:00 AM to 3:00 PM.

This visit is an integral part of our history curriculum, designed to provide students with a hands-on learning experience about Mughal architecture and Indian history. Students will be supervised by myself and other faculty members at all times.

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The cost of the trip, covering transportation by school bus and entry fees, is ₹350. Please send this amount to the class teacher by Friday, July 4, 2025.

Kindly reply to this email to **confirm your permission** for Rohan to attend. If Rohan has any allergies or specific medical conditions, we should be aware of for the trip, please inform me in your reply.

Thank you for your cooperation in making this enriching experience possible for our students.

Sincerely,

Ms. Priya Kumar

Grade 6-A Class Teacher

St. Michael's School

[school.contact@email.com]

[School Contact Number]

3. A resident, Anjali Singh, is concerned about the deteriorating condition of a local park in her neighborhood of Anna Nagar, Chennai, and wants to bring it to the attention of the Chennai Times.

To: editor@chennaitimes.com

Subject: Letter to the Editor: Urgent Need for Park Maintenance in Anna Nagar

Dear Editor,

I am writing to express my profound concern regarding the deteriorating condition of the Children's Park in Anna Nagar, Block 8, Chennai. As a resident who frequently visits the park with my grandchildren, I've observed a steady decline in its maintenance over the past few months.

The swings are broken, the slides are rusty, and the walking paths are uneven and poorly lit, posing a risk, especially in the evenings. The green spaces, once vibrant, are now overgrown with weeds, and the waste bins are often overflowing. This once-cherished community space, vital for recreation and relaxation, is slowly becoming unusable.

A well-maintained public park is crucial for the well-being of residents, particularly children and senior citizens. It promotes physical activity, community interaction, and a sense of local pride. Neglecting such spaces reflects poorly on civic administration and impacts the quality of life for all of us.

I urge the Greater Chennai Corporation and the local ward councillor to conduct an immediate inspection and allocate the necessary resources for the park's restoration and regular maintenance. Our children deserve a safe and clean environment to play, and our community deserves a welcoming green space.

Thank you for providing a platform for citizens' voices.

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Sincerely,

Anjali Singh Resident,

Anna Nagar,

Chennai

[anjali.singh@example.com]

[Your Phone Number]

4. You represent a local charity, "Hope Foundation," and you're emailing a corporate contact, Mr. Ramesh Kumar at "Global Tech Solutions," to inquire about potential sponsorship for your upcoming annual charity run.

To: ramesh.kumar@globaltech.com

Subject: Sponsorship Inquiry: "Steps for Smiles" Annual Charity Run 2025 - Hope Foundation

Dear Mr. Ramesh Kumar,

I hope this email finds you well.

My name is Sarah Thomas, and I am the Event Coordinator for the Hope Foundation, a non-profit organization dedicated to providing education and healthcare to underprivileged children in Namakkal.

We are organizing our annual flagship event, the "Steps for Smiles" Charity Run, on **October 26, 2025**, at Nehru Park, Namakkal. This event typically attracts over 1,500 participants and receives significant local media coverage. Last year, we successfully raised funds to support building a new school library.

Given Global Tech Solutions' commitment to corporate social responsibility and your strong presence in our community, we believe there's a natural alignment for a potential partnership. We are exploring various sponsorship levels, ranging from event branding and speaking opportunities to direct support for specific program initiatives.

Would you be open to a brief meeting or call next week to discuss how Global Tech Solutions could partner with us for "Steps for Smiles" and the mutual benefits this collaboration could bring? I can provide a detailed sponsorship proposal outlining various tiers and their respective benefits.

Thank you for considering this opportunity to make a tangible difference in the lives of children.

Sincerely,

Sarah Thomas

Event Coordinator Hope Foundation

[sarah.thomas@hopefoundation.org]

[Your Phone Number]

5. A daily commuter, Rohan Desai, is frustrated with the inconsistent and unreliable public bus service in his city, Pune, and wants to advocate for improvements through the Pune Mirror.

To: editor@punemirror.in

Subject: Letter to the Editor: Urgent Call for Pune's Public Bus Service Improvement

Dear Editor,

I am writing to your esteemed newspaper, the Pune Mirror, to draw attention to the persistent and worsening issues plaguing Pune's public bus service. As a daily commuter relying on PMPML buses from Kothrud to Shivaji Nagar, I, along with thousands of others, face considerable challenges due to their inconsistent schedules, overcrowded conditions, and lack of adequate maintenance.

Buses are frequently delayed or simply do not show up, leading to missed appointments, increased stress, and unnecessary reliance on private vehicles, which further exacerbates traffic congestion and pollution in our beautiful city. The current state of affairs is a significant deterrent for citizens who wish to opt for eco-friendly and economical public transportation.

I urge the Pune Municipal Corporation and the PMPML authorities to take immediate and decisive action. This should include investing in more buses, ensuring stricter adherence to timetables, improving bus stop infrastructure, and enhancing real-time tracking systems for commuters. Regular maintenance checks are also vital for passenger safety and comfort.

A robust and reliable public transport system is the backbone of any modern city. It is time Pune's bus service truly serves its citizens efficiently and reliably.

Thank you for allowing me to voice this critical concern.

Sincerely,

Rohan Desai Daily Commuter,

Kothrud,

Pune

[rohan.desai@example.com]

[Your Phone Number]

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