Letter Writing (পত্র লিখন)

Classification of Letters

আমাদের দৈনন্দিন জীবনে বিভিন্ন সময়ে অনেক চিঠি লিখতে হয়। Letter সাধারণত দু'ধরনের হয়ে থাকে- Formal ও Informal.

Formal letter	Informal letter
An application..... (i) To the Principal/ Headmaster (ii) To the Mayor (iii) To the Chairman (iv) To the UNO (v) To the Editor (vi) To the other Officer (Govt. or Non-Govt.) (vii) Job application	A letter..... (i) To parents (ii) To relatives (iii) To friends (iv) To unknown

* Similarly E-mail may be both formal and informal. (অনুরূপভাবে ইমেইল আনুষ্ঠানিক এবং অনানুষ্ঠানিক উভয়ই হতে পারে।)

Writing Formal Letter (আনুষ্ঠানিক পত্র লিখন)

Formal letter লেখার ক্ষেত্রে কিছু নিয়ম অনুসরণ করা হয়। যতদ–র সম্ভব সহজ, সরল ও সংক্ষিপ্ত হওয়া বাঞ্ছনীয়। Contractions এর মতো informal language ব্যবহার বর্জনীয়। নিম্নে একটি Formal letter এর layout দেওয়া হল।

Layout of a Formal Letter

তারিখ

যার কাছে লেখা হচ্ছে তার পদবী ও ঠিকানা

বিষয়

সম্বোধন

ম–ল বক্তব্য

সৌজন্যম–লক সমাপ্তি
স্বাক্ষর ও পরিচিতিসহ নাম

Points to remember :

প্রতিটি অংশের পরে double space রাখতে হবে।

Formal Letter লেখার **British** এবং **American style** এর মধ্যে কিছু পার্থক্য রয়েছে। একই Letter এ এই দুই প্রকার এর সংমিশ্রণ দ–ষণীয়। নিচে মৌলিক পার্থক্যগুলো দেওয়া হলো।

British	*American*
1. লেখকের ঠিকানা ও তারিখ ডানে বা বামে বা মাঝে লেখা যায়। 2. দিন, মাস, বছর এই ক্রমানুসারে তারিখ লেখা হয়। 3. সম্বোধন হিসেবে প্রাপকের নামের শেষাংশ (Title) লেখা হয়; তবে প্রাপকের নাম জানা না থাকলে Dear Sir/ Madam লেখা হয়। 4. সম্বোধন এর পর কোনো comma বা colon ব্যবহার করা হয় না। 5. সাধারণত সৌজন্যম–লক সমাপ্তি হিসেবে Yours faithfully লেখা হয়। সম্বোধন হিসেবে প্রাপকের নামের শেষাংশ (Title) লেখা হলে Sincerely yours লিখতে হয়। তবে কোনো ক্ষেত্রে comma	1. লেখকের ঠিকানা ও তারিখ সাধারণত বামে লেখা হয়। 2. মাস, দিন, বছর এই ক্রমানুসারে তারিখ লেখা হয়। 3. সম্বোধন হিসেবে প্রাপকের নামের শেষাংশ (Title) লেখা হয়; তবে প্রাপকের নাম জানা না থাকলে To whom it may concern লেখা হয়। 4. সম্বোধন এর পর সাধারণত colon ব্যবহার করা হয়। 5. সৌজন্যম–লক সমাপ্তি হিসেবে Sincerely/ Sincerely yours/ Yours truly এর পর comma ব্যবহার করা

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ব্যবহার করা হয় না।	হয়।

A Sample of a Formal Letter (British)

8 July 2017

The Principal
Khulna Govt College
Khulna

Subject : Application for financial help from the poor fund

Dear sir

With due respect I would like to state that I am a student of class XII of your college. I made a good result in the Year Final Examination of class XI. But as my father is a poor farmer, it is very difficult for him to bear my educational expenses. Now I need financial help from the poor fund of the college.

I, therefore, pray and hope that you would be kind enough to grant me financial help from the poor fund and enable me to continue my studies.

Obediently yours
Md Alamgir Kabir
Roll No. 20
Class-XII

A Sample of a Formal Letter (American)

July 8, 2017

The Principal
Khulna Govt college
Khulna

Subject : Application for financial help from the poor fund

To whom it may concern :

With due respect I would like to state that I am a student of class XII of your college. I made a good result in Year Final Examination of class XI. But as my father is a poor farmer, it is very difficult for him to bear my educational expenses. Now I need financial help from the poor fund of the college.

I, therefore, pray and hope that you would be kind enough to grant me financial help from the poor fund and enable me to continue my studies.

Obediently yours,
Md Alamgir Kabir
Roll No. 20
Class-XII

Types of Formal Letter

- ☑ Academic Letter
- ☑ Public Letter (to Govt organizations)
- ☑ Letter to Newspaper
- ☑ Job Application

01 **Write an application to the Principal of a college for admission on transfer certificate.** *[DB '17]*

25 May 2017
The Principal
Rajshahi Collegiate School & College
Rajshahi

Subject : Application for admission on transfer certificate

Sir
I would like to state that I am a student in class XI of Pabna Govt. College, Pabna. But my father has recently been transferred to Rajshahi. Our family has also shifted (স্থানান্তরিত হয়েছে) here. So it is impossible for me to continue there. Now I want to get admitted into your reputed College on transfer certificate.

I, therefore, request you to admit me into your college and oblige thereby.
Yours obediently
Abul Khair

02 Write an application to the principal of your college for increasing multimedia facilities in the classrooms. *[RB '14]*

28.05.2017

The Principal
Dhaka City Women's College
Dhanmondi, Dhaka.

Subject : Application for increasing multimedia facilities in the classrooms.

Sir,

With due respect, I beg to state that ours is a prominent college in the city. But it's a matter of great regret that we have no modern facility in our classrooms. A large number of students have to attend the classes without getting adequate learning facilities. We need various kinds of learning and multimedia facilities. It will help us to be more concentrated on our study and to keep pace with the modern age.

I, therefore, pray and hope that your honour would be kind enough to grant the application and oblige thereby.

Your most obedient pupil
Mohona
On behalf of the students of
Dhaka City Women's College, Dhaka.

03 Write an application to your Principal to set up an English Language Club to develop your speaking as well as other skills of English language. *[DinajB '17]*

17 May 2017

The Principal
Bhola Govt. College
Bhola

Subject : Application for setting up an English Language Club

Sir
I, on behalf of the students of class XII, beg to state that our skill in English Language is very poor. Most of the students get poor marks in this subject. There are many promising students in our class who want to practise speaking English. But they can not do that for want of an English language club. That is way we feel the necessity of an English Language club where there will be enough facilities and equipments (উপকরণ) for practical use of English.
I, therefore, hope that you would be kind enough to take the initiatives for setting up an English Language Club and oblige thereby.

Yours obediently
Mitu
On behalf of the students of class XII

04 Write an application to the Principal of your college for increasing facilities in the College, Computer Lab. *[CB '17]*

29 January 2017

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The Principal
Ideal School and College, Motijheel
Dhaka

Subject : Application for facilities in the Computer Lab

Sir

I, on behalf of the students of class XI, have the honour to state that a computer lab was set up in our college last January so that we could broaden our knowledge. We were highly enthusiastic about it. But unfortunately this noble initiative is not serving the purpose. In fact, the lab lacks the facilities. First, there is not sufficient number of computers in the lab. Only a few computers cannot satisfy the need of many enthusiastic computer users. Secondly, we do not have internet facilities in our lab. Internet connection can ensure us to introduce with a vast informative world.

I, therefore, pray and hope that you would be kind enough to increase the facilities in our computer lab and oblige thereby.
I remain,
sir
Obediently yours
Raihanul Islam
On behalf of the students of class XI

05 **Write an application to the Principal of Bluebird College asking permission for setting up a debating club/an English debating club.** *[CtgB '17; SB '17, '13; BB '10]*

25 May 2017

The Principal
Bluebird College
Sylhet

Subject : Application for setting up a debating club/ an English debating club in the college campus

Sir
With due respect, we would like to state that ours is one of the most renowned colleges in the district. Here, most of the students are encouraged to perform many co-curricular activities along with increasing their English speaking skill in Bengali and English. But it is a matter of regret that we do not have a debating club in our college and there is no scope to arrange regular debating activities. Now we earnestly feel the necessity of setting up a debating club/ an English debating club and arranging regular debating activities in our college.

We, therefore, pray and hope that you would be kind enough to take necessary steps for setting up a debating club/an English debating club in our college and oblige thereby.

Obediently yours
(1) Md Masum Ahmed, Roll-1, Class 12(Humanities)
(2) Nirjhor Roy, Roll-1, Class 12(Science)
On behalf of the students

06 **Write an application to the principal of your college for providing sound system for large class rooms.** *[BB '17; CB '14]*

10 May 2017

The Principal
Cantonment Public School & College
Jahanabad, Khulna

Subject : Application for providing sound system

Sir

We, the students of your college, would like to draw your kind attention to the fact that we are facing the problem of sound system in our class room. During the combined classes (English and Bengali), the students of all groups join together. That is why the students who sit in the back benches can not hear the valuable lectures of the teachers. So, we keenly feel the necessity of sound system for our large class rooms.

We, therefore, pray and hope that you would be kind enough to take necessary steps for providing sound system for large class rooms.

Yours obediently
The students of Cantonment Public School & College

07 **Write an application to the Principal of your college for a seat accommodation in the hostel.**

[DB' 16; DinajB '12, '10; BB '09]

10 May 2017

The Principal
City College
Chittagong

Subject : An application praying for a seat in the college hostel

Sir
I have the honour to state that I am a student of 1st Year, Science group in this college. I am badly in need of a seat in the college hostel as my father, a government employee, has recently been transferred from Chittagong to Chandpur. Our family will leave Chittagong on the 15th instant.

Under the above circumstances your honour is requested to arrange a seat for me in the college hostel before the 15th instant and oblige thereby.
Yours obediently

Faruk Hossain
Class XI, Science, Roll No. 2

08 Write an application to the Principal to set up a computer club/lab in the college. *[DinajB '16; '11]*

12 May 2017

The Principal
Rangpur Cadet College
Rangpur

Subject : Application for setting up a computer club/lab

Sir
We, the students of your college, beg to state that we are keenly interested in computer. But there is no computer club/lab in our college. By setting up a computer club/lab, the authority can help us to be benefited in both our academic and practical life.
We, therefore, hope that you would be kind enough to set up a computer club/lab in our college and oblige thereby.

Obediently yours

Munir
On behalf of the students of class XII

09 Write an application to the Principal of your college seeking permission to go on a study tour.

[CB '16; BB '14]

13 May 2017

The Principal
Satkhira Govt. College
Dhaka

Subject : Application for permission to go on a study tour

Sir

We, the students of class XI of your college, beg to draw your kind attention to the fact that our term examination is over. Now we are willing to go on a study tour at Mainamati in order to increase our knowledge and get rid of monotony. Two of our teachers have agreed to guide our team.
We, therefore, hope that you would be kind enough to give us permission to go on a study tour and oblige thereby.

Yours obediently
Kamal Hasan
On behalf of the students of class XI.

10 Write an application to the Principal of your college for increasing facilities in the common room. *[RB '14,'10; SB '09]*

4 May 2017

The Principal
Ideal College
Comilla

Subject : Application for increasing facilities in the common room

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Sir

We, the students of your college, would like to state that ours is a well-known college in our district. But there are not enough opportunities for indoor games and reading magazines or newspapers in our common room. So, most of the students pass their time gossiping or moving here and there during leisure.

We, therefore, hope that you will take necessary steps to increase the facilities in the common room and oblige thereby.

Obediently yours

Mehedi

On behalf of the students of class XII

11 Write an application to the Principal of your college requesting him/ her not to allow any student or teacher to use cell phone in the classroom or in the examination hall. *[CtgB '14; JB '11]*

10 May 2017

The Principal
City College
Khulna

Subject : Application for not allowing any student or teacher to use cell phone in the classroom/ in the examination hall

Sir

We, the students of your college, beg to state that ours is one of the best colleges in the district. But the college at present is suffering from a problem. The problem is the use of cell phone in the classroom and in the examination hall. We cannot pay attention (মনোযোগ) to the class due to this problem. As a result, it hampers our study. Moreover, in the examination hall our concentration lapses (স্মৃতিগত বিভ্রান্তি/ ঘটা) when a teacher or a student uses it.

I, therefore, pray and hope that you would be kind enough to take necessary steps to solve this problem and oblige thereby.

Obediently yours
Mukul
On behalf of the students of class XII

12 Write an application to the principal of your college for a transfer certificate. *[SB '14]*

20 May 2017

The Principal
Jamalpur Govt. College, Jamalpur

Subject : Application for a transfer certificate

Sir

With due respect, I beg to state that I am a student of class XI of your college. Recently my father has been transferred from Jamalpur to Rajshahi. Our family has shifted there. I am now alone in Jamalpur. So, it is impossible from my side to continue my study in your college. I am in need of a transfer certificate to get admission into a college in Rajshahi.

I, therefore, pray and hope that you would be kind enough to issue me a transfer certificate.

Obediently yours
Habib/Habiba
Class XI, Roll 210

13 Write an application to the Principal of your college praying for financial help/ assistance from the poor fund. *[JB '14]*

8 May 2017

The Principal
City College
Rajshahi

Subject : Application for financial help from the poor fund

Sir

With honour I would like to state that I am a student of class XI of your college. I made good results in SSC Examination. But my father is a poor farmer. So it is very difficult for him to bear my educational expenses. Now I need financial help from the poor fund of the college.
I, therefore, hope that you would be kind enough to grant me financial help from the poor fund and oblige thereby.

Yours obediently
Md Alamgir Kabir
Class-XI (Science) Roll no- 101005

14 **Write an application to the Principal of your college for increasing/ expanding library facilities.** *[CtgB'13; BB '11; SB '10]*

18 May 2017

The Principal
Pioneer College
Sylhet

Subject : Application for increasing/ expanding library facilities

Sir

With due respect I, on behalf of the students, would like to state that we have a library in our college but there is lack of enough facilities. The reading rooms are small and are not well-furnished. Books, chairs, benches and daily newspapers are not adequate (পর্যাপ্ত).
I, therefore, hope that you would be kind enough to take necessary steps to increase the library facilities and oblige thereby.

Yours obediently
Ruman/Ruma
Roll no 4
Class XI [Science Group]
On behalf of the students of Pioneer College
Sylhet

15 **Write an application to the Principal of your college seeking permission to stage a drama in the college auditorium.** *[DinajB '13; CtgB '12; CB '10]*

10 March 2017

The Principal
Comilla Govt. Women's College
Comilla

Subject : Application for permission to stage a drama in the college auditorium

Madam

We, the students of your college, beg to state that our First Year Final Examination is over. Now we are very interested to stage a drama in our college auditorium on the occasion of our great Victory Day. The name of the drama is 'Shadhinata'. We want to mention that proper rehearsal on the drama has nicely been done.

We, therefore, hope that you would be kind enough to permit us to stage the drama in the auditorium and oblige thereby.

Obediently yours
Maliha Akter
On behalf of the students of class XI

16 **Write an application to your Principal to subscribe an English daily for your college common room.** *[JB '12]*

20 May 2017

The Principal
Palakhal Rustom Ali Degree College
Kachua, Chandpur.

Subject : Application for an English daily for the common room

Dear Sir

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We, the students of your college, would like to state that ours is a well-known college in our district. In our spacious common room we have some magazines and dailies but all in Bangla. An English daily like 'The Daily Star' can provide the students with the knowledge of English language.
I, therefore, pray and hope that you would be kind enough to subscribe (গ্রাহক হওয়া) to an English daily for our college common room and oblige thereby.

Yours obediently

Md. Mohiuddin Jilani
Cultural Secretary
Students' Organization, Palakhal Rustom Ali Degree College,
Chandpur

17 **Write an application to the Principal seeking permission to set up a literary club in your college.** *[CtgB-'11]*

9 May 2017

The Principal
Khulna Govt. College
Khulna

Subject : Application for setting up a literary club

Sir
We, the students of your college, would like to state that ours is a well known college in our district. But we have no literary club in our college. So we have decided to form a literary club under your guidance. This club will organize literary meetings, debates, seminars and cultural activities.
We hope you will appreciate our noble initiative and kindly give us permission to set up a literary club in our college.

Yours obediently
The students of Khulna Govt College
Khulna

18 **Write an application to the Principal of your college praying for a testimonial.** *[DinajB '09]*

25 September 2017

The Principal
Kazipur Model College
Sirajgonj

Subject : Application for a testimonial

Sir

I beg to state that I had been a student of your college for the last two years. I passed the HSC Examination from your college in 2016 in science group bearing Roll, Kazipur, No–100385. I got GPA 5. Now I intend to get myself admitted into a university. So I need a testimonial.

I, therefore, hope that you would be kind enough to issue me a testimonial and oblige thereby.

Yours obediently
Md Shahjahan Miah
Roll Kazipur, No—100385

19 **Write an application to the Principal of your College for setting up a canteen in your college.**

4 May 2017

The Principal
Mohanagar Ideal School and College
Dhaka

Subject : Application for setting up a canteen

Sir

We, the students of your college, beg most respectfully to state that there is no canteen in our college campus. We have to stay here for six hours. We cannot pass this long period without taking any food. So we have to eat something during the leisure time. Many students take their food from the road side hotels which are very dirty and unhygienic. As a result, many students suffer from stomach upset.
We, therefore, pray and hope that you would be kind enough to set up a canteen in our college campus and oblige thereby.

Obediently yours
The students of Mohanagar Ideal School and College, Dhaka.

20 **Write an application to the Principal of your college for some money for an excursion.**

25 May 2017

The Principal
Govt. A M College
Hajigonj

Subject : Application for some money for an excursion

Sir

We, the students of class XI, beg to state that our First Year Final Examination is over. Now we want to go for an excursion. This time, we want to go to Mainamati, a great historical site. Our class teacher Mr Nur Ahmed has given us his consent to guide and accompany us. Now we need your permission and consideration for sanctioning the money in order to complete the tour.

We, therefore, pray and hope that you will kindly take steps in this regard and oblige thereby.

Yours obediently
Ali Reja, Roll no 101023
On behalf of the students of Class XI
Govt. A M College, Hajigonj.

21 **Write an application to the Principal seeking permission to hold a cultural function/ week on the college premises/ auditorium.**

10 May 2017

The Principal
'T' College
Dhaka
Subject : Application for holding a cultural function/ week on the college premises/ auditorium

Sir

We, the students of your college, beg to state that ours is a famous college in Dhaka city. We have name and fame all over the country for results, rules, educational environment and co-curricular activities. Accordingly we have decided to hold a cultural function/ week in our college premises (মাঠ/ আঙ্গিনা)/ auditorium on the occasion of our "Independence Day".

We, therefore, pray and hope that you would be kind enough to permit us to hold a cultural function/ week and oblige thereby.

Yours obediently
Dulal Tarafdar
On behalf of the students
'T' College

22 **Write an application to the principal of your college for remission of delay fine.**

10th May 2017

The Principal
Satkhira Day Night College
Satkhira

Subject : Application for remission of delay fine.

Sir

With due respect I would like to state that I am a student of class XII of your college. Due to business purpose my father went abroad last month. For this reason I was unable to pay my college fees. Now my father is at home and I like to pay my college fees.

I, therefore, pray and hope that you would be kind enough to allow me to pay my college fees without delay fine.

Sincerely yours
Md. Jahidul Islam
Class XII

23 **Write an application to your Principal requesting him to allow your class to render voluntary service for the flood affected people.**

14 May 2017

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The Principal
MC College
Sylhet

Subject : Application for permission to render voluntary service for the flood affected people.

Dear Sir

I have the honor to inform you that several villages around our college have been flooded. Many men, women and children are passing their days without food and medicine. Their sufferings know no bounds. So we want to render voluntary service to collect relief goods and other necessary articles for them.

In the circumstances, I pray and hope that you would be kind enough to take steps to form a voluntary group for collecting relief goods.

Yours obediently
Tripti
On behalf of the students
MC College, Sylhet

24 Write an application to the Principal of your college seeking permission to arrange a science fair on the college campus.

23 May 2017

The Principal
M C Government College
Dhaka

Subject: Application for permission to arrange a science fair

Sir

We, the students of your college, beg to state that ours is a very reputed college in the city. Many of our students are very talented and innovative. Already many of us have discovered and invented a lot of scientific things like cheap power generator, new type of safety tank, ultra modern energy–saving lights, multimedia writing board etc. Now we want to display these things along with many more scientific inventions in our college compound.

May we, therefore, request you to permit us to arrange a science fair in our college compound and oblige thereby.

Yours obediently
Rashed Khan
Roll no 1.Class XI [Science A]
On behalf of the students
MC College, Sylhet

25 Write a application to the Principal of your college, requesting him/her to take necessary steps to clean the campus as there is menace (হুমকি/ভীতি) **to dengue.**
24 March 2017

The Principal
Boalmari Govt. College
Faridpur

Subject : Application for taking necessary steps to clean the college campus
Sir
This is to inform you that some of the students of our college have been attacked with dengue fever. Three of them are in a very serious condition. In our college campus there are so many ideal breeding places for female Aedes which cause dengue fever.
We, therefore, pray and hope that you will take necessary steps to clean the college campus and save us from the menace to dengue.

Yours obediently
Abu Bakar
On behalf of the students of Boalmari Govt. College, Faridpur

26 Write an application to your Principal for a full free studentship.

4 May 2017

The Principal
Faujdarhat Cadet College
Faujdarhat

Sub : Application for full free studentship

Sir
I beg to state that I am a student of class XI in your college. I made a good result in the last annual examination. But as my father is a poor farmer, he cannot bear the educational expenses. So, I will not be able to continue my studies if I am not granted a full free studentship.
I, therefore, hope that you would be kind enough to grant me a full free studentship and oblige thereby.

Obediently yours
Abu Rayhan
Class XI
Roll : 12005

27 Write an application to the Principal to arrange a grand freshers' reception.

30 June 2017

The Principal
J C College, Dhaka

Subject : Application for arranging a grand freshers' reception ceremony

Sir

I, on behalf of the students of 'XII' of your college, beg to state that a huge number of students have recently got admitted in our college in class XI. Now we want to arrange a grand Freshers' reception ceremony in our college auditorium.
May I, therefore pray and hope that you would be kind enough to allow us to arrange a grand Freshers' reception and oblige thereby.

Obediently yours
Md. Sarwar Hossain
On behalf of the students of XII
J C College, Dhaka

28 Write an application to your Principal seeking permission to arrange a Book Fair in the college premises.

10 February 2017

The Principal
Jhenidah K C College
Jessore

Subject : Seeking permission for arranging a book fair

Sir
We, the students of your college, would like to state that ours is the most celebrated college of this district. Our college arranges various programmes like cultural programme, staging drama, debate, etc from time to time. Now we want to arrange a book fair to observe 21st February.
We, therefore, hope that you would be kind enough to arrange a book fair in our college premises on the 21st February and oblige thereby.

Yours obediently
The students of Jhenidah K C College

Public letter (to Govt. organization)

29 Write a application to the Mayor of the municipality of your town asking him to provide street lights in your locality. *[BB '12]*

15 May 2017

The Mayor
Dhaka South City Corporation
Dhaka

Subject : An application for street lights

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Dear Sir
We, the inhabitants of Shantinagar Thana of your municipality, beg to state that most of the streets of our locality have no street lights. So, at night the streets remain totally dark. As a result, the incidents of snatching have become very common here in the recent days. Some terrorists also sell drugs under the cover of night here. Even many young boys consume alcohol sitting at the corner of the streets. We think that if you provide enough street lights, we can get rid of these problems.
We, therefore, hope that you would be kind enough to take necessary steps to provide enough street lights and oblige thereby.

Thanking you
Ahmed Hossain
On behalf of the inhabitants of Shantinagar
Dhaka South City Corporation

30 Write an application to the chairman of your Upazila requesting him to take steps for immediate repair of some roads of your locality. *[DB '12]*

10 May 2017

The Chairman
Gajaria Upazila
Munshigonj

Subject : Application for immediate repair of some roads

Sir
We, the people of the village Uttarshahapur under Tengarchor Union Parishad, have the honour to state that there is a district road that runs from upazila Headquarter to our village. But the condition of the road is very deplorable (শোচনীয়). As a result accident is very common here. During the rainy season the sufferings are intolerable.

Under the above circumstances, we hope that you will take steps for immediate repair of the road of our locality and thus help to relieve the sufferings of the people of this area.

Yours faithfully
The inhabitants of Uttarshahapur
Gajaria, Munshiganj

31 Write an application to the chairman of your Union Council for the construction of a bridge. *[DB '10]*

02 May 2017

The Chairman
Alipur Union Council
Munshigonj

Subject : Application for the construction of a bridge

Sir
We, on behalf of the inhabitants of Alipur and Andar Manik villages, have the honour to inform you that there is a canal between these two villages. There are a high school, a post office and a bazaar in Alipur and on the other hand two mosques, a charitable hospital stand in Andar Manik village. Hundreds of people have to cross the canal every day. So the villagers are badly in need of a bridge over the canal.

We, therefore, hope that you would be kind enough to visit the place and take necessary steps to construct a bridge there and remove the sufferings of the people of these two villages.

Yours faithfully
Mahi
On behalf of the people of Alipur and Andar Manik, Munshigonj

32 Write an application to TNO/D.C for immediate sanction of relief goods for flood affected people of your locality.
14 May 2017

The TNO
Muktagacha, Mymensingh

Subject: Application for the sanction of relief goods

Sir

We, the inhabitants of Kanpara under Muktagacha Union Parishad, have the honour to state that we are the victims of recent flood. The flood water washed away the stores of food stuffs and left the people in grief and starvation. The breaking out of epidemic is a matter of hours.
Under the above circumstances, your honour is requested to sanction sufficient food grains and relief goods for the people of this flood affected area.

Yours faithfully
Akram Hossen
On behalf of the people
Muktagacha, Mymensingh

33 Write an application to the Chairman of your Union Parisad for sinking a tubewell in your locality.

3 May 2017

The Chairman
Nandanpur Union Parisad
Nandanpur, Sylhet

Subject : Application for sinking a tubewell

Sir
We, the inhabitants of Hatbaria of Nandanpur Union Parisad, beg most respectfully to state that about 500 people live in our village. But it is a matter of great regret that there is no tubewell in our village. As a result, cholera, dysentery and typhoid break out in our village every year. So we are badly in need of a tubewell in our village.

We, therefore, pray and hope that you would be kind enough to sanction a tubewell in our village and thus save our lives.

Yours faithfully
The inhabitants of Hatbaria

34 Write an application to the Upazilla Nirbahi Officer to set up a charitable dispensary for the villagers as soon as possible.

16 March 2017

Upazilla Nirbahi Officer
Nagarkanda
Faridpur

Subject : Application for setting up a charitable dispensary

Dear Sir

With due respect, I would like to draw your kind attention to the following fact that the poor people of our locality are deprived (বঞ্চিত হওয়া) of medi-care. Many poor families cannot go to the upazila health complex. Many people have died premature (অকাল) deaths for want of proper treatment. So, it is necessary to open a charitable dispensary here for giving the medical services to my poor and under privileged (সুযোগ সুবিধা) people.

I, therefore, hope that your esteemed honour would be kind enough to consider my appeal for the welfare of the poor and oblige thereby.

Faithfully yours
Robi Saha
Rasulpur, Nagarkanda
Faridpur

35 Write an application to the Chairman of your locality against Eve Teasing.

10 May 2017

The Chairman
Rupgonj Union Council
Rupgonj, Faridpur

Subject : Request for taking action against Eve Teasing

Sir
I would like to draw your kind attention to the fact that recently Eve Teasing has increased alarmingly in our locality. School or college going girls on the way to their institution often fall victim to eve-teasing. I myself also am a victim to this evil practice. We have already made a complaint to the local thana against it.
In these circumstances, I do request you to take some quick action against Eve-teasing prevailing in our locality and oblige thereby.

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Yours faithfully
Raina Haq
On behalf of the inhabitants

Public letter (to Newspaper)

36 Write a letter complaining to the editor of a newspaper for the air/ water/ sound pollution of your locality.

14 May 2017

The Editor
The Daily Independent
35 Motijheel C/A, Dhaka

Dear Sir
I would be highly grateful to you if you publish my letter in your letters column and help raise public awareness about the problem of pollution in our locality.

Faithfully yours
Mosharrof Karim

Air/ Water/ Sound Pollution

Pollution of any kind is dangerous for human life to live in this world. The disposal of various kinds of wastes is seriously polluting the environment. We know that air is an important element of our environment and it is polluted regularly by the smoke of fire, burning coal and oil, mills and factories, etc. Water, another vital element of the environment is also polluted in different ways. The use of chemical fertilizers and insecticides, throwing the dumping oil, food waste and human waste in water — all pollute it. The next factor is sound pollution from vehicle horns and microphones. All these pollutions cause various dangerous diseases like cancer, bronchitis, cholera, diarrhoea, deafness, etc. So the sources of pollution have to be found out immediately. Otherwise we must face great danger in life. Consciousness and co-operation are very necessary in this respect.

Mosharrof Karim
Mirpur, Dhaka

37 Write a letter to the editor of a newspaper complaining about insufficient water supply in your locality.

30 May 2017

The Editor
The Daily Independent
Motijheel, Dhaka

Sir
I shall be highly pleased if you kindly publish the following article in your daily.

Faithfully yours
Md. Jahidul Islam (Jahid)

Insufficient Water Supply in Our Locality

We, the inhabitants of Wari Thana of Dhaka city, are suffering from insufficient water supply. We all know that water is the most important element in our daily life. But it has now become the issue of our concern. Everyday we have to wait eagerly for water supply all day long. Without water we can not do any work. We cannot take bath; cook food and many other activities due to lack of water. So, the suffering of the people knows no bound. We informed the matter to the authority of WASA of our locality but they didn't pay any heed to our problem. So, immediate steps must be taken to save the people of our locality.

38 Write a letter to the editor about load shedding.

20 May 2017

The Editor,
The Daily Star
Karwan Bazar
Dhaka

Dear sir
I shall be highly obliged if you kindly publish the following few lines in the columns of your esteemed daily.

Yours faithfully
Mohiuddin Jilani
On behalf of the people of Kamrangir Char

Load shedding cripples city

The people of Kamrangir Char are suffering from acute power crisis problem in the peak hours. Load-shedding occurs in this area eight to ten times a day. This disruption in power supply is severely hampering daily life and business activities. Academic activities of students both at home and educational institutions are being hampered due to load shedding. Besides, production at mills and factories, treatment at hospitals and clinics are also badly affected. In these circumstances, everyone concerned is urged upon to take immediate and effective measures to reduce load-shedding.

Emazuddin
(Emazuddin)
Kamrangir Char, Dhaka

39 Write a letter to the editor of a newspaper complaining about high prices of essential commodities.
20 March 2017

The Editor
The Daily Star
Dhaka

Dear Sir
I shall be highly obliged if you kindly publish the following letter in your esteemed daily.

Yours faithfully
Emazuddin
(Emazuddin)

High prices of essential commodities

The prices of essential commodities, such as rice, dal, wheat, oil, vegetables, etc. have gone up during the last few months in our metropolitan city. Nowadays rice sells at Tk. 50 or 55 per kg. It has already gone beyond the buying capacity of the common people and many of them have been living on one meal a day. Mustard oil, is currently selling at Tk. 170/ per kg. But in many cases it is found adulterated. Fish which is now scarcely available in the market is selling very dear (চড়া দাম). Besides, the prices of vegetables have gone up very high. The high rates of rising prices of food stuffs and essential commodities are causing great hardship to the people of all classes.
Something must be done to check this unjustifiable and unscrupulous tendency of high prices of essential commodities in the market. The government should take immediate effective measures to keep down the prices of necessary things as much as possible.

Emazuddin
(Emazuddin)
Banglabazar, Dhaka

40 Write a letter to the Editor of the Daily Star about the problems created by traffic jam.
10 April 2017

The Editor
The Daily Star
19 Karwan Bazar
Dhaka-1219

Dear Sir
I will be very thankful to you if you kindly publish the following problem related to our daily life in your famous daily.

Truly yours
Sarwar
(Md. Sarwar Hossain)

Problems Created by Traffic Jam

Traffic jam has become a national problem in Bangladesh. It is simply one persisting problem that has been troubling the nation for long. But it has some various aspects that hamper (ক্ষতিগ্রস্ত করা) the national development.

Everyday traffic congestion (ভিড়) eats up a huge amount of work hour in the capital. At least two million people

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go out in the morning for office and return home in the evening. On the way they have to waste at least two hours on average.

Besides, a huge amount of fuel is burned due to traffic jam. As a result, both the individual and the nation have to incur huge loss.

Students often fail to reach their examination centers in time due to this problem. There are reports that serious patients die in the ambulance as they could not be sent to the hospital on time.

Considering all the above facts, the government should take up some bold measures to address the traffic jam issue. Otherwise, the nation will continue to count loss in various ways.

Sarwar

(Md. Sarwar Hossain)

Mirpur, Dhaka

Job Application

41 Write an application with a cover letter for the post of Marketing Officer/Field Officer/Sales Representative officer. *[JB '17]*

20 May 2017

The Manager
Kazal Brothers Ltd
Paltan, Dhaka-1210

Subject : Application for the post of 'Marketing Officer'/ 'Field Officer'/ 'Sales Representative Officer'.

Dear Sir

With reference to your advertisement published in the Daily Star on 10 April 2017, I am writing to offer myself as a candidate for the post. I hope my academic qualification, experience and other skills fulfill the requirements for the job. I enclose herewith my detailed CV, photos and other necessary papers for your kind consideration.

I, therefore, earnestly request you to give me a chance to prove my worth in the selection test and oblige thereby.

Yours faithfully
Σαβινα Ψασμιν
(Ms Sabina Yasmin)

Enclosure :
(1) CV
(2) Attested photocopies of all certificates
(3) 2 copies of passport size photos

Curriculum Vitae

Name : Ms Sabina Yasmin
Father's Name : Md. Shahadat Hossain
Mother's Name : Mrs. Farhana Begum
Date of Birth : 17.01.1990
Address : House #18 (6th Floor), Road # 5/A
Dhanmondi, Dhaka-1209
Telephone : 02×××××××
Mobile : 017×××××××
Email : sabina1980@yahoo.com
Nationality : Bangladeshi

Educational qualification :

Name of Degree	Group/Subject	Board/University	Year of Passing	Grade Point/Division
MBA	Management	Dhaka University	2013	3.10
BBA	Management	Dhaka University	2012	3.00
HSC	Humanities	Dhaka Board	2008	4.88
SSC	Humanities	Dhaka Board	2006	4.50

Employment : Working as Sales Representative Officer, Dhaka since July 2014.
Skill : MS Word, MS Excel, Power Point
Bangla & English: Excellent in Speaking and Writing

Interests : • Playing; • Reading; • Writing; • Traveling
References : Available on requirement

42 Write an application for the post of an Assistant Teacher/ Lecturer of English with your complete CV.

10 May 2017

The Principal
Viqarunnisa Noon School and College
Dhaka

Subject : Application for the post of Assistant Teacher/ Lecturer in English

Sir

With due respect, I am writing to apply for the post of Assistant Teacher/ Lecturer of English in your school. I hope that my academic qualification, experience and other skills fulfill the requirements for the job. I enclose here with my detailed CV, photos and other necessary papers for your kind consideration.

I would feel honoured if you select me as a candidate for the post of an Assistant Teacher/ Lecturer in English.

Yours faithfully
Ιβρανιμ Ηοσσιν
(Ibrahim Hossin)

Enclosure:
1. CV
2. Attested photocopies of all academic certificates.
3. 2 copies of passport size photos.

Curriculum Vitae of
Md Ibrahim Hossin

Contact Address:
Allauddin Khan Road
Alipur, Faridpur
Mobile no.- 0171732×××4

Academic Qualification:

Name of Degree	Group/Subject	Board/University	Year of Passing	Grade Point/ Class
MA	English	National University	2010	2nd Class
BA (Hons')	English	National University	2009	2nd Class
HSC	Science	Dhaka Board	2004	3.40
SSC	Science	Dhaka Board	2002	4.00

Experiences : * District Correspondent of The Daily Sun
* Lecturer in English in "Mohila College, Sadarpur, Faridpur since 1st June 2013

Personal Details :
Father's name : Akter Hosen
Mother's name : Aleya Begum
Permanent Address : Vill.- Alipur ; P.O. Faridpur Sadar
P.S.- Kotwali; Dist. Faridpur
Date of Birth : 12 January 1986
Marital status : Unmarried
Nationality : Bangladeshi
Religion : Islam

43 Write an application along with a CV for the post of a Human Resources Officer.

26 April 2017

The Director
HRD, Pioneer Group Limited
146/7, Motijheel C/A, Dhaka-1000

Subject : Application for the post of Human Resources Officer

Dear Sir

With reference to your advertisement published in the Daily Star on 21 April 2017, I am writing to apply for the post mentioned above.

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I hope my academic qualification, experience and other skills fulfil the requirements for the job. I enclose herewith my detailed CV, photos and other necessary documents.
I am, therefore, ready to appear at the selection test at your convenient time to prove my worth and offer my best performance for your satisfaction.

Yours faithfully
Mohiuddin Jilani
(Md. Mohiuddin Jilani)
Enclosure :
(1) CV
(2) Attested photocopies of all academic certificates
(3) 2 copies of passport size photos

Curriculum Vitae

Name : Md. Mohiuddin Jilani
Father's Name : Md. Nazrul Islam
Mother's Name : Nargis Shultana
Date of Birth : 17.01.1991
Address : House#157/9 (4th Floor), Road#9/B
Dhanmondi, Dhaka-1209
Telephone : 02×××××××
Mobile : 019×××××××
Email : mohiuddinjilaniJu@gmail.com
Nationality : Bangladeshi
Education :

Name of Degree	Group/Subject	Board/University	Year of Passing	Grade Point
MBA	Management	Dhaka University	2013	3.50
BBA	Management	Dhaka University	2012	3.75
HSC	Humanities	Dhaka Board	2008	4.20
SSC	Humanities	Dhaka Board	2006	4.25

Employment : Working as a Human Resources Officer, Uttara University, Uttara, Dhaka since July 2014.
Skill : MS Word, MS Excel, Power Point
Bangla & English: Excellent in Speaking and Writing
Interests : • Teaching; • Reading; • Writing; • Traveling
References : Available on requirement