

Formal Letter Writing
(Page 21)

Q. 1.

John Warner
7, Race Course Road
Guwahati-568312

May7, 2022

The Mayor
Greater City Corporation
Guwahati

Subject: Potholed roads posing a risk to vehicles as well as pedestrians

Sir

I beg humbly to draw your kind attention to the pathetic condition of the roads in our city. Most of the roads are riddled with potholes which make any ride in a vehicle bumpy and uncomfortable. In the monsoon season, the potholes are filled with dirty water and it often leads to breakdown of vehicles. Traffic snarls on our city roads are very common causing a great deal of inconvenience to the commuters. The wretched condition of the roads is quite often responsible for accidents leading to unfortunate loss of lives and serious injuries.

I, therefore, request you to kindly take effective steps so that the potholes are filled in and roads are repaired urgently.

Thanking you in anticipation,

Yours sincerely
signature
John Warner
Resident

English Letter Writing

A Gutmann



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