

## Formal letter writing Practice Test (with Model Answers)

Q1. You are Bela / Baloo of Palanpuri. You recently visited a 'craft mela'. You were delighted to see the diversity of handicrafts, handlooms and cultural fabric of India. However, you were dismayed that not many people were there to encourage the artisans. Write a letter to the editor in 100-120 words, expressing your views on the situation and the need to support indigenous art and craft. [Class 10, CBSE 2025]

Q2. You are Aashima/Ashish studying in Seaface School, Kochi. The school session started a month ago. All the textbooks are not available in the market. Both students and teachers are put to great inconvenience. Write a letter to the Deputy Director (Sales), NCERT, New Delhi, complaining about the non-availability of textbooks. [2020]

Q3. You are Soumya/Soham, living at 43-B, Blue Apartments, Prashant Lok. You wish to take up a three-week summer course in baking after finishing your class X board exams. Write a letter in about 120 words, to the Principal of Excellent Cooking, Block-D, Mahesh Enclave, seeking information about the course structure, course duration, fees, class timings, on job trainings etc. [2024]

Q4. A survey reveals that advertisements impact both young and old. They are lured by the discounted prices and the promises made by the product manufacturers. Write a letter to the editor of a national daily expressing your views in 120-150 words on how advertisements may mislead the consumers and give suggestions on how they can make informed decisions. You are Carol/Philip. You may use the given input. [Class 12, CBSE 2023]

### ADVERTISEMENTS

- Read with care
- Inaccurate facts
- Exaggerate features
- Heavy discounts
- Promote products with unproven value
- Distract with visuals

## Model Answers

Q1.

36, Sector 5

Palanpuri

20 May 2025

The Editor  
Times Now  
Palanpuri

Subject: Need to support indigenous art and craft at the ongoing craft mela.

Sir/Madam

I, Baloo, a resident of Palanpuri, would like to bring your attention to the lack of visitors at the ongoing craft mela in the city. This is a cause of concern because it demotivates the craftsmen of our country.

The craft mela is displaying a diversity of handicrafts, handlooms and cultural fabric of India. However, we need to support indigenous art and craft by visiting the mela and even buying the items on display. Several stall owners were dejected at the poor turnout of visitors and some did not even make a single sale at the mela. This will act as a deterrent and prevent them from continuing the rich crafts of our country.

I would like to request you to highlight and popularize the craft mela through the prestigious columns of your publication, to get the required visitors. This will act as a great relief to the craftsmen who have put up stalls.

Thanking you  
Yours sincerely  
Baloo

Q2.

Seaface School

Kochi

May 21, 2025

The Deputy Director (Sales)

NCERT

New Delhi

Subject: Complaint About Missing NCERT Textbooks in Kochi

Sir/ Madam

I am Aashima, a student at Seaface School in Kochi. Our new academic session started a month ago, and we are having a big problem because many important NCERT textbooks are not available in the local market.

This shortage is causing difficulties for both students and teachers. Without the required textbooks, our studies are suffering, and teachers are struggling to teach the curriculum properly. We are forced to rely on photocopies and online resources, which are not always enough or easy for everyone to access.

We urge you to please look into this issue quickly and ensure that all necessary NCERT textbooks are supplied to the bookstores in Kochi. Getting these books on time is essential for us to continue our academic session smoothly. We hope for a quick reply and prompt action to fix this problem.

Thanking you

Yours Sincerely

Aashima

Q3.

43-B, Blue Apartments

Prashant Lok

July 18, 2025

The Principal

Excellent Cooking

Block-D, Mahesh Enclave

Subject: Inquiry About Summer course in baking

Dear Sir/Madam

I am Soumya, a Class X student, and I am interested in joining your three-week summer course in baking after my board exams. I would be grateful if you could provide details regarding the course structure, topics covered, duration, and class timings.

Kindly also inform me about the total fees, mode of payment, and whether any practical sessions or on-job training opportunities are included. Additionally, please let me know if any materials or ingredients are to be arranged by students. I am passionate about baking and eager to enhance my skills through professional guidance. I look forward to your response. Thank you for your time and assistance.

Sincerely

Soumya

Q4.

Matunga

Mumbai.

26 September 2025

The Editor  
Mumbai Daily  
Mumbai

Subject: Creating awareness regarding misleading advertisements

Sir/Madam

I, Carol, am a resident of Matunga. I would like to share my concern regarding misleading advertisements and the need to make informed decisions.

As consumers, we have to be careful not to fall prey to the plethora of attractive advertisements which make false claims and display inaccurate facts. They offer heavy discounts to attract consumers and use distracting visuals to gain attention. Consumers must be cautious not to become a victim of such marketing stunts.

I request you to create awareness among the general public through the columns of your newspaper.

Thanking you  
Yours sincerely  
Carol.

For Lesson notes on Formal letter writing, [Click Here](#)

For Complete Post on Formal letter writing Previous Year Questions, [Click Here](#)

For 10 Examples on Formal letters, [Click Here](#)

For Class 10 English (Language & Literature) Lesson notes, [Click Here](#)

For Class 10 English (Communicative) Lesson notes, [Click Here](#)

For Class 12 English (Core) Lesson notes, [Click Here](#)