Teacher Name: Class: Subject: Date:

Azka Sadia, Amber Rabab 8 English 4th June 2018

Summer vacation Task # 4

***Formal letter***

i-Write a letter to editor drawing attention of higher authorities towards the severe traffic jam due to negligence of traffic controllers and untimely movement of heavy trollers on streets.

ii-Write a complaint letter to Lays company registering your complaint against the low quality snacks provision and also some stinky oily odour was also felt giving a proof of the fluctuated standard.

iii-Write a letter to K.E drawing their attention towards massive power failure in your town and telling them about the circumstances you have to face due to it.

***Informal Letter***

You have recently been to stay with an old friend for a few days. You hadn't seen each other for a long time. Write a letter to the friend. In your letter:

* say how you felt about the visit
* refer to something enjoyable that you did while staying with him
* invite your friend to visit you

Your aunt has written to you asking how you are getting on at school. You reply, telling her about a recent incident which upset you very much. In your letter you must include the following:

* what happened
* why you were so upset
* how the situation was resolved.