

FORMAT OF A LETTER TO AN EDITOR

Neelam, Associate Professor
BAIII Semester-6 English

Sender's Address

H.No.
Locality
City
State

37B
Model Town
Panipat
Haryana

Receiver's Address

Date

30 March 2020

The Editor
Name of The Newspaper
Place of publication of
Newspaper

The Editor
The Tribune
Chandigarh

Subject

Subject:

Salutation

Sir/Madam

Body of the letter

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Subscription

Yours truly

Signature & Name

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