

St. Andrews Scots Sr. Sec. School

9th Avenue, I.P. Extension, Patparganj, Delhi – 110092

Session: 2026- 2027

WORKSHEET - 8

**Class - VI
LETTER**

Subject - English Grammar

Topic – FORMAL

Q. Write a letter to the Municipal Corporation complaining about waterlogging in your locality during the rainy season.

24, Green Park
Delhi

31 August 2026

The Municipal Commissioner
Municipal Corporation of Delhi
Delhi

Subject: Complaint regarding waterlogging in our locality

Respected Sir

I am a resident of Green Park. I wish to draw your attention to the problem of waterlogging in our locality during the rainy season. Even after a short spell of rain, the roads get flooded with dirty water.

The drains in our area are often blocked and are not cleaned regularly. The stagnant water causes a foul smell and becomes a breeding ground for mosquitoes. It also creates great difficulty for school children, pedestrians and vehicle owners.

I request you to kindly take immediate action to clean the drains and improve the drainage system in our locality. Regular cleaning will help prevent waterlogging and keep the area clean and healthy.

I hope you will look into the matter at the earliest.

Yours faithfully

Anuj Kumar

A Resident