**LETTER TO THE EDITOR OF A NEWSPAPER**

**(Highlight The Issue of Open Manholes)**

25, VKL Avenue

R S Road

Anna Nagar

Chennai – 600089

07/01/20XX

The Editor

The Times of India

Nungambakkam

Chennai – 600023

Subject: Open Manholes on R S Road

Respected Sir/Ma’am,

I am Rathina Sabapathy, a resident of VKL Avenue. I am writing to throw some light on the issue of open manholes in our area.

It has been more than a period of 6 months now since these manholes were opened, and there have been multiple accidents due to this. We have approached the local authorities and associations in this regard, but no action has been taken so far, and it is becoming a matter of great worry. There are children who walk to school every day, and there are a lot of working people taking this route as it is a road that connects the main road to the Electronic City area where most of the IT companies are located.

Kindly consider this issue and highlight it in your newspaper so that the authorities are alerted about the need to look into this situation as soon as possible in order to reduce the number of casualties.

Thanking you

Yours sincerely,