**LETTER TO THE EDITOR**

**(Conduction of Offline Examinations)**

23/89, Derby Lane

N G G O Colony

Haryana – 121002

10th January, 20XX

The Editor

The Indian Express

Gurgaon

Haryana – 121065

Subject: Conduction of Offline Examinations amidst the Increasing COVID Rates

Respected Sir/Ma’am,

I am Dhivya Dharshini, a member of the Parent-Teacher Association. I am writing in order to emphasize the decision to conduct offline examinations in schools and colleges when there is a huge increase in the number of COVID cases.

It is a matter of great concern that the disease is spreading sooner than ever in the past two years of the pandemic, and it is not safe for us to let our children travel to their respective schools and colleges to take up examinations in this situation. We have tried to discuss the issue with the authorities of the academic institutions, but no action or decision has been taken so far. It is the need of the hour to take utmost care and abstain from making any sort of physical contact with anyone in order to keep ourselves safe and healthy.

I request you to kindly understand the seriousness of this issue and highlight it in your newspaper so that the academic institutions consider conducting online examinations so that everyone stays safe.

Yours sincerely,