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Sample Formal and Informal Letter Writing for IBPS PO Mains 2018

IBPS PO Mains Descriptive Paper was introduced last year and is conducted once you qualify the IBPS PO Prelims 2018. You must be practicing a lot when it comes to preparing for Letter Writing & Essay Writing. But having a fair idea of how to go about framing the essays & letters is utmost important. In this article, you will find 2 samples of Formal and Informal Letter Writing.

Sample Formal and Informal Letter Writing for IBPS PO Mains 2018

⇒ **Formal - Write a letter to your civic body complaining about hoardings and advertisement signboards on the roadside.**

B-210, Guru Nanak Niwas
Belapur, Navi Mumbai,
Navi Mumbai – 400706.

18th November 2018

To,

Mr. P. K. Singh
Municipal Commissioner – Navi Mumbai Municipal Corporation(NMMC)
Belapur,
Navi Mumbai, 400706

**SUBJECT: ILLEGAL HOARDINGS AND ADVERTISEMENT
SIGNBOARDS ON THE ROADSIDE**

I, Sanket Misra, am a resident of Belapur. This letter is to draw the attention of the NMMC to the illegal hoardings and signboards on either side of Palm Beach Road. In total disregard to the existing rules, hoardings and signboards have been placed along the roadside for over a year. No one really knows who has placed these hoardings and signboards, but several private organizations





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have taken advantage of this lapse in vigilance. Despite a complaint lodged by the residents of Belapur, the local police authorities have failed to remove these boards.

On several occasions, these hoardings have displayed obscene photographs that often distract the motorists and onlookers. The traffic police generally blame rash driving and lane indiscipline for the growing number of accidents on Palm Beach Road, but one cannot deny the role of these distractive hoardings in causing accidents. These illegal hoardings and signboards have caused a lot of inconvenience to the motorists and residents of this area.

Keeping the above in view, I hope the NMMC will initiate the necessary steps to ensure the removal of these illegal hoardings and signboards.

Thanking you

Yours faithfully,
Sanket Misra

⇒ **Informal - Write a letter to your elder brother asking him to guide you in making a career choice.**

B-103, Riddhi Siddhi,
Airoli,
Navi Mumbai – 400704

18th November 2018

Dear Brother,

I hope this letter finds you in the best of your health and spirits. I am writing this letter to seek career advice from you. After completing my graduation this year, I intend to take up a short-term course in banking management from a reputed banking institute in Mumbai. After completing this course, I am sure that the banking certificate will open the doors of opportunities for me in the private banking sector. Why banking? Why do a banking course? Why private sector? I know that these are some of the questions you may

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want to ask me. I have always admired bankers ever since you had taken me to a bank when I was 8 years old. Bankers have a good status in the society and it is also considered to be a respectable profession. I can clear banking competitive exams and gain entry into nationalized banks or take up a banking course to get a job in a private bank. For nationalized banks, the competition is fierce. But gaining entry in private banks is not that easy at all. Hence, the banking course would be the best way to fulfill my aspirations.

Since you have been in the corporate world for over two decades now, I feel you are the right person to guide me on my career decision. Should I try for a public sector bank or should I seek opportunities in the private sector banking domain? What are the pros and cons of each? What would you have done if you were at my place? I am not expecting an immediate reply as I know that you may want to do some groundwork before you give me pertinent advice.

Please give my best regards to your wife and lots of love for your cute daughter, Ria. I am hoping to meet you and your family this Christmas for a fantastic vacation.

Yours lovingly,
Kamal

So these were some of the model letters that you can have a look & replicate them in a similar manner in your IBPS PO Mains Exams! Know in detail about the IBPS PO Mains Exam by clicking on the links given below!

[**Descriptive Paper Topics for Essay and Letter Writing – IBPS PO Mains 2018**](#)

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