**FORMAL LETTER**

**Topic: As a result of the recent cyclone ‘Amphan’ a branch of a big tree broke down on the over-head power line supplying electricity to your locality. Write to the Divisional Engineer of your locality to take necessary action for repair of the line.**

Raja Road

Krishnagar, Nadia.

741101

**3rd July,2020**

**The Divisional Engineer**

**WBSEDCL**

**Krishnanagar, Nadia.**

Respected Sir

**Subject: Repairment of over-head power line.**

The over-head power cables near Krishnagar Municipal Health Centre tore down during severe cyclonic storm ‘Amphan’ day before yesterday. The damage was caused when the branch of a big tree fell on the cables. The cables are lying on the road and there is no power supply in the locality for almost 36 hours.

The very next day after the storm we have lodged a complaint over phone regarding this. But till now no initiative has been taken in this regard.

I, therefore, on behalf of the people of this locality, request you to take necessary action for the immediate repair of the cables to ensure normal power supply.

Thanking You

Yours Sincerely

Sajbati Biswas