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## How to Write a Letter/Application for Request to Improve Poor Bus Services

**Question:** You are Shruthi/shiraz staying at R.K Puram, Secunderabad. Your locality is away from the main city, the poor bus service adversely affects the life of residents. **Write a letter to the Editor Deccan Chronicle, highlighting the problems faced and also giving a few possible solutions.**

**Answer:**

786, R.K, Puram, Secunderabad,  
14th May, 20..,  
The editor, Deccan Chronicle,  
Hyderabad(A.P)

**Subject:** Request to improve poor bus services.

Sir,

Our colony is located far from the main city. Hence is given step motherly treatment by the bus authorities. The residents of the colony face heavy problems in communication. The students and office go to their destinations late due to the non-availability of regular and timely buses.

The local bus service provided to our colony is both acute and unsatisfactory. It causes harassment to the daily commuters. Very few buses frequent our area and these buses are always overcrowded. Boarding a bus safely has become quite impossible. Despite repeated pleas and requisitions to the



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**transport authorities, no concrete steps have been initiated to provide us any respite.**

**Kindly sound the transport authorities to provide more frequency of the busses in our colony at regular intervals during the morning, afternoon and evening hours. Special buses should be run between our colony and the main city.**

**Thanking You,  
Yours Faithfully,  
Shruti/shiraz**