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How to Write a Letter/Application on Non-availability of essential commodities at the fair price shops

Question: You are Amit/Amrita of Bangalore. You are disturbed at the non-availability of essential commodities in the fair-price shops of your area. **Write a letter to the editor of "The Hindu" drawing the attention of the authorities to the irregularities in the fair price shops.**

Answer:

15/21 Panchsheel colony,
Bangalore,
5th august, 200...,
The Editor,
The Hindu,
New Delhi

Subject: Non-availability of essential commodities at the fair price shops.

Sir,

I would like to draw the attention of the food and supply authorities regarding the non-availability of essential commodities at the fair price shops in the Panchsheel colony. I hope your esteemed columns would give me a due space to publish my grievances.

It has been often seen that shopkeepers **complain** that commodities like sugar, rice, wheat, and other articles are not at all available with the government in adequate quantity. They say that they visit the office but return empty-handed with



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their money in their pockets. This causes a great problem for them to consume and they go back without any item. Thus they have to make purchases of some items from the open market at higher rates. In some cases. It has been noticed that the shopkeepers do not maintain their record and sell the commodities openly at higher rates while the card-holders suffer and thus earn a big booty by hoarding different items. It looks like the shopkeepers do a roaring business under the connivance of food inspectors. You know that this colony is inhabited by lower-middle-class people who live below the poverty line and are unable to buy things at higher rates which touch the sky.

It is, therefore, humbly requested that the authorities should pay attention to the non-availability of essential commodities and take stern action against the black marketers and the hoarders.

**Thanking you,
Yours faithfully,
Amrit/amrita**