

**Letter writing:**

**Letter to a Government official**

You are a resident of Shantinagar Colony, Vasco. There have been frequent and unexpected power failures in your area, causing inconvenience to residents. Write a letter to the Electrical Engineer of your area complaining about the constant power cuts and requesting immediate action. You are Mario Costa / Maria Costa, H.No. 24, Shantinagar Colony, Vasco, Goa. (Use Full Block Format)

Mario Costa  
H.No. 24, Shantinagar Colony  
Vasco, Goa

Date: 13 February, 2026

The Electrical Engineer  
Electricity Department  
Vasco, Goa

Subject: Complaint Regarding Frequent Power Failures in Shantinagar Colony

Respected Sir/Madam,

I wish to draw your attention to the frequent and prolonged power failures in Shantinagar Colony, Vasco. For the past few weeks, residents have been facing continuous electricity disruptions, especially during the evening hours. These unexpected outages are causing great inconvenience to students, working professionals, and elderly citizens. We request your immediate intervention in this matter.

The constant power cuts have severely affected daily life in our locality. Students preparing for their examinations are unable to study properly, and many residents who work from home are facing difficulties in completing their tasks. Electrical appliances are also at risk of damage due to sudden voltage fluctuations. Moreover, the irregular supply has disrupted water pumps and essential household activities. The situation becomes worse during the night when the entire area is left in darkness for hours. Such conditions are causing frustration and anxiety among the residents.

I kindly request you to look into this issue at the earliest and take necessary steps to ensure a regular and uninterrupted power supply in our area. A prompt action from your department will bring much relief to all the residents of Shantinagar Colony.

Thank you.

Yours sincerely  
M.C  
(Mario Costa)