

Letter Writing (Formal Letter) (To be written in copy)

Q. Write an application to the Principal of your school requesting for two days leave.

From

Vinay Hansda(write your name)

Roll no. 13, Class 3 __

3 February 2022

To

The Principal

St Arnold's H. S. School

Indore(M.P.)

Subject: An application for two days leave.

Respected Father,

I have been suffering from fever since yesterday. I have stomach ache too. It is difficult for me to sit in the class for the whole day.

I request you to grant me leave from class for today and tomorrow. I hope to be better in two days and can come to school after that.

Thanking you

Yours faithfully

Vinay Hansda(write your name)