Roll No: _____ Name: _____

LETTER OF REQUEST

Activity # 1: Match the parts of beginning letter format.

16 July 2026

x

The Headmistress

The Prep School

6th Road / 10-D PWD

Rawalpindi / Islamabad

x

SUBJECT: REQUEST FOR A SICK LEAVE

x

Respected Madam

RECIPIENT

DATE

AREA

SUBJECT

INSTITUTION

SALUTATION

CITY

Activity # 2: Choose the best subject for each of the given tasks.

1. **TASK: Write a letter of request to the wing in charge to grant you a sick leave due to fever for a day.**

   a. SUBJECT: REQUEST FOR A LIBERARY PERIOD

   b. SUBJECT: REQUEST FOR A SICK LEAVE

2. **TASK: Write a letter of request to the principal to arrange an English Speech Competition next week.**

   a. SUBJECT: REQUEST FOR A SPEECH COMPETITION

   b. SUBJECT: REQUEST FOR A SPORTS DAY

Activity # 3: Write closing of a letter of request.

Closing

x

Full Name

Roll No.

Class-Section

LIVEWORKSHEETS