

SARASWATI VIDYALAYA, KOREGAON

WORKSHEET – LETTER WRITING

ACTIVITY – Read and drag the word in the appropriate box. Make meaningful letter.

absence

attend

obediently

Respected

Headmaster

Ram Sharma
10, Ram Niwas,
M.G.Road,
Koregaon.

5th March, 2021

To,
The _____
Saraswati Vidyalaya,
Koregaon.

Sub. – About five days leave of _____

_____ Sir,

I am Ram Sharma, studying in Std.X, Div.E. My Roll No. is 25.

I am suffering from Malaria and my family doctor advised me to take complete bed rest. So I am unable to _____ school from 5th March to 12th March, 2021.

I assure you to complete my studies in time.

Yours _____,
Ram Sharma