

Roll No. _____

Section: 3- _____

English 3

LETTER OF APPLICATION (3E44)

Ws# 7

POINTS TO REMEMBER

- Follow the **format** completely
- **Do not** use any comma or period (full stop) in the format
- Write the **SUBJECT** in 3-4 words using **capital letters**
- Keep the body of the letter **simple and short**
- **Do not** use any contractions e.g. can't, I'll etc. Use full forms instead like 'cannot, I shall'
- Remember to check for **SWAG** at the end.



ACTIVITY: Write a letter of application to the **headmistress** requesting her to allow you a one day leave because you have a headache and fever.

09 July 2021

* (* means the line is skipped)

Siddeeq Public School

*

SUBJECT: REQUEST FOR _____

*

*

_____, Maria Jameel, am a student of _____. I have been suffering from _____ for sometime. My doctor has advised me rest for _____. Therefore, I _____ for one day. Kindly accept my leave _____ 2021. I shall be grateful to you.

*

Yours _____

*

Maria Jameel

G- 12333

3 Blue

