

Sample Formal Letter

20 Al Wahda Street,
Sharjah, UAE

25th January, 2021.

Rosary School
Halwan
Sharjah, UAE

Dear Teacher:

Application for leave for two days.

I am Jack from Class V-F and I am writing this letter to inform you that I will remain absent for the next 2 days on account of my sister's marriage.

My sister's wedding ceremony will begin from 26th -27th January, 2021 and as a young person, my presence at the ceremony is unavoidable. As a brother, I have so many duties to be carried out in wedding preparations before and after the arrangements for the wedding ceremony. So, I kindly request you to grant me 2 days of leave in the month of February. The wedding card is attached herewith for your perusal.

Hoping for your kind consideration regarding this matter. Thank you.

Yours Sincerely,

Jack John

Choose your answer from the box.

Date

Closing

Signature

Sender's Address

Body of the letter

Greetings/ Salutation

Topic /Subject of the Letter

Recipient's Name and Address