

# LETTER OF APPLICATION

## **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 for a one day leave for an urgent piece of work.

\_\_\_\_\_  
\* (x means the line is skipped)

The Headmistress

Siddeeq Public School



\_\_\_\_\_  
x

**SUBJECT: REQUEST FOR** \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Yours \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

