

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 LIBRARY 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

