

# 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.

5<sup>th</sup> 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 5<sup>th</sup> March to 12<sup>th</sup> March, 2021.

I assure you to complete my studies in time.

Yours \_\_\_\_\_,  
Ram Sharma