

SESSION : 24
CLASS : IV
SUBJECT : ENGLISH
CHAPTER NAME : Creative Writing
SUBTOPIC : Model Application Writing

CHANGING YOUR TOMORROW

LEARNING OBJECTIVE

The students will be able to:

*Gain knowledge about writing formal application.
Learn its usage.*

Leave Application For School

To,

The Principal,

School Name

School Address

Subject: Request one day leave for Urgent Piece of work.

Respected sir/Madam,

Schoolmegamart.com

With due respect, I beg to state that, I am a student of class in your school. I have required one day leave because of a piece of work in the city. I need to accompany with my grandma for shopping regarding to upcoming wedding in my family.

Kindly, allow me leave for one day (date).

I shall be obliged to you.

Yours Obediently,

Your Name

Class, Roll No.

Leave Application for Marriage of Brother

**To
The principal
Dream Public School
Delhi**

**Subject - leave application for attending marriage of
my cusion brother**

Respected sir,

**Most respectfully I beg to say that I cannot attend the
college for seven days as i want to attend the marriage
ceremony of my elder brother.**

**Therefore I request you to grant me seven days leave
from 1st may to 7th may 2020.**

I shall be highly obliged.

Thank you

**Yours obediently
Vikash Gupta
class: 9th
Roll no.: 11**

Write an application to your Computer teacher to allow for 2 practical classes per week.

DO YOUR

HOMEWORK

**Practice MCB- Ch – 8 and
Grammar- Ch-13 for class test**



LEARNING OUTCOME

- ***Ability to write a complete error free application.***
- ***Application in real life situations.***

THANK YOU!