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SESSION : 26
CLASS : V
SUBJECT : ENGLISH
CHAPTER NUMBER: 9
CHAPTER NAME : Perfect Tenses
SUBTOPIC : Formal letter writing – Application format

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LEARNING OBJECTIVE

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The students will be able to

- ✓ **learn about application writing.**
- ✓ **infer knowledge about formal letter writing.**

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WRITING A FORMAL LETTER

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What is Letter Writing

- The exchange of written or printed communication.
- Writing letters is considered to be an easy thing to do.
- But very few write really good letters.
- A good letter should follow all the rules of good conversation and good composition.

Letters

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Formal letter

Informal letter

LETTERSINENGLISH.COM

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SICK LEAVE APPLICATION

SAMPLE LETTER

TO,
THE PRINCIPAL,
_____ (NAME OF THE SCHOOL)
_____ (ADDRESS),
__/__/_____ (DATE)

SUBJECT: APPLICATION FOR SICK LEAVE

RESPECTED SIR/MADAM,

WITH DUE RESPECT I WANT TO INFORM THAT
I _____ (NAME OF THE STUDENT)
STUDENT OF CLASS_____(STANDARD/ GRADE)
ROLL NUMBER_____(ROLL NUMBER ISSUED)
HAVE NOT BEEN FEELING...

..... TO READ CLICK ON THE LINK GIVEN

Half Day Leave Application for School

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To,
The Principal
XXX School, XXX

Sub: Half Day Leave Application

Sir,

With due respect, I would like to inform you that I want to leave school after lunch because suddenly I am suffering from stomach pain.

So, therefore, request you to kindly grant me a leave of absence for half day. I shall be highly obliged to you.

Thank you

Yours obediently
David Dan
Class – 9th
Roll no. – 05

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Practice the format

LEARNING OUTCOME

- Ability to write a complete error free application.
- Knowledge about formal application.

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THANKING YOU

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