

**SESSION : 27**

**CLASS : V**

**SUBJECT : ENGLISH**

**CHAPTER NUMBER: 9**

**CHAPTER NAME : Perfect Tenses**

**SUBTOPIC : Formal letter writing – Model Letter  
Writing**

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**CHANGING YOUR TOMORROW**

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# LEARNING OBJECTIVE

**The students will be able to**

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



# WRITING A FORMAL LETTER

# SICK LEAVE APPLICATION

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

SAMPLE LETTER

# **Leave Application for School Student for Going Outstation**

**To  
The Principal  
Senior Secondary School  
Vidya Vihar Delhi**

**Subject: leave for going out of station**

**Sir,**

**With due respect, this is inform you that from 8th July to 10th July of My family is going out of station. As the health condition of my grandmother getting worst day by day.**

**therefore I could not attend class from 8th July to 10th July. I, therefore, request you to kindly grant me a leave of three days And oblige for the same.**

**Yours sincerely  
Amit Jain  
Class – 7th  
Roll No. -01  
Date – 08.07.2020**

**WRITE AN APPLICATION  
TO YOUR CLASS TEACHER  
FOR 2 DAYS LEAVE.**



DO YOU

HOMEWORK

Write an application to  
your computer teacher



# LEARNING OUTCOME

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



**THANKING YOU**  
**ODM EDUCATIONAL GROUP**