

SESSION : 28

CLASS : V

SUBJECT : ENGLISH

CHAPTER NUMBER: 9

CHAPTER NAME : Perfect Tenses

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

CHANGING YOUR TOMORROW

LEARNING OBJECTIVE

The students will be able to

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



WRITING A FORMAL LETTER

Application to Principal for Marriage Leave



**The Principal
Mary Public School
Gurgaon, Haryana 122XXX
8th September, 20XX**

Subject: Application for a Medical Leave

Dear Sir/Madam

I am Pallavi Sehgal, a student of Class X of your school. I would like to bring to your kind attention that I will not be able to attend school for 4 days. There is a marriage in my family for which I have to leave town. I will not be able to attend school between (date) to (date). Please grant me leave for the same.

Thanking you,

**Yours obediently,
Pallavi Sehgal
Class X
07**



**WRITE A LEAVE
APPLICATION
TO YOUR PRINCIPAL FOR
BROTHER'S THREAD
CEREMONY.**

DO YOU

HOMEWORK

Write an application to
your library teacher





LEARNING OUTCOME

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

THANKING YOU
ODM EDUCATIONAL GROUP