

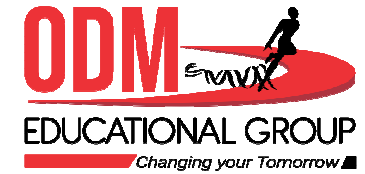
SESSION : 28
CLASS : V
SUBJECT : ENGLISH
CHAPTER NUMBER: 9
CHAPTER NAME : Perfect Tenses
SUBTOPIC : Formal letter writing – Model Letter Writing

CHANGING YOUR TOMORROW

Website: www.odmegroup.org
Email: info@odmps.org

Toll Free: **1800 120 2316**
Sishu Vihar, Infocity Road, Patia, Bhubaneswar- 751024

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 marriage 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.**

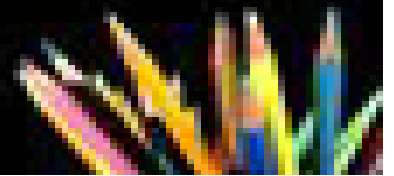
DO

YOU



HOWEVER

Write an application to
your library teacher



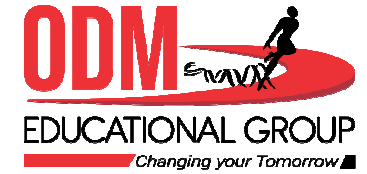


and



LEARNING OUTCOME

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



THANKING YOU
ODM EDUCATIONAL GROUP