

**SESSION : 12**  
**CLASS : IV**  
**SUBJECT : ENGLISH**  
**CHAPTER NUMBER: 12**  
**CHAPTER NAME : Creative writing**  
**SUBTOPIC : Application writing**  
**Format and mdel application**

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**CHANGING YOUR TOMORROW**

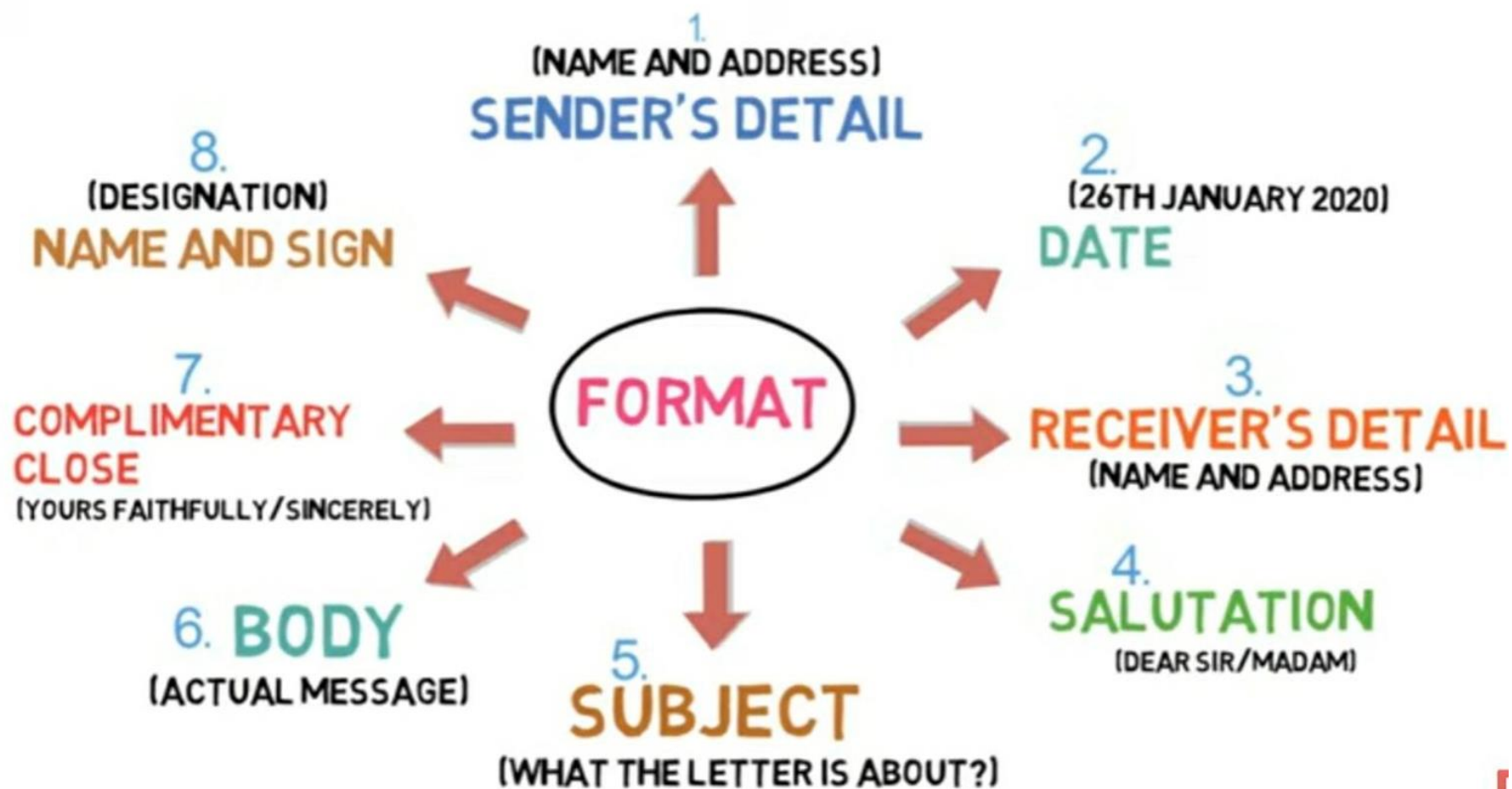
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# LEARNING OBJECTIVE :

- ❑ Learners will know the format of application writing.
- ❑ Able to draft application on their own.

# Application writing





To,  
The Class Teacher/ Headmaster/ Principal,  
School name,  
School address.

Date:  
Subject:

Salutation, (Respected Sir/ Mam)  
Body of letter

Yours sincerely,  
Name  
Class  
Roll number

## **Half Day Leave Application for School**

**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**

## Leave Letter Sample By Students

To,  
The Principal,  
[Name of the school],  
[Address],

[Date]

**Subject: Application for Sick leave.**

Dear Sir/Madam,

With due respect, I want to say that I am not in a position to attend the school as I am down due to fever. I have been recommended by our family doctor that I have to take proper rest for at least [number of days] days. Therefore, kindly grant me leave from (start date) to (end-date). I shall be really thankful to you.

Thanking you,

Yours obediently,  
[Your Name],  
[Class and section],  
[Roll No.].

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