

How  
2/30/21

## Formal Letter

Write an application to your principal requesting him to arrange extra class for Maths.

To

The Principal

ODM Public School

Patia, Sishu Vihar

Bhubaneswar - 751024

1 October 2021

Subject - Application requesting to arrange extra class for Maths.

Sir,

With due respect, I am a student of class VI in your school. I want to inform you that our courses of Maths have not so far fully covered. Our Maths teacher were busy in school purpose. So, we can't study this subject properly. I, therefore, request you to arrange an extra class for Maths as soon as possible. We shall be thankful to you for this kindness.

Yours Obediently

Amsitanshu Prusty

Class - VI