

BIJENDRA PUBLIC SCHOOL, PURNEA

Class - 4

Subject - ENGLISH

Chapter - FORMAL LETTER (02)

1. Write an application to the Principal of your school for five days' leave.

The Principal

Bijendra Public School

Maranga, Purnia

Date :- May 17, 2021

Subject :- Application for fever and cold leave

Dear Sir,

With due respect, I wish to state that I am suffering from fever and cold. So I cannot attend school from 14 May 2021 to 19 May 2021. Therefore, i request you to grant me leave for five days.

For this I shall ever be obliged to you.

Thanking you

Yours obediently,

..... (Your name)

Class - IV Section -

Roll No.