

BIJENDRA PUBLIC SCHOOL, PURNEA

Class - 4

Subject - ENGLISH

Chapter - FORMAL LETTER

1. Write an application to the Principal to grant you full exemption.

..... (your name)

Roll No., Class - IV A

Bijendra Public School

Date :- May 8, 2021

The Principal

Bijendra Public School

Maranga, Purnea

Sir,

I am a student of IV A in your school. My father is a serviceman. His monthly salary is very low. He had to support a large family. We are growing and our needs are multiplying. We can hardly make both ends meet. It is getting more difficult for him to pay my school fees.

I am, Sir, one of the best students of my class. My teachers are very pleased with my work and conduct. So, I request you to grant me full - fee concession. I shall be really very thankful to you.

Yours obediently,

..... (Your name)