

# BIJENDRA PUBLIC SCHOOL, PURNEA

Class - 5

Subject - ENGLISH

Chapter - FORMAL LETTER (02)

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

The Principal

Bijendra Public School

Maranga, Purnia

Date :- May 17, 2021

Subject :- Application for four days leave

Dear Sir,

Respectfully, I am here to inform you that, I am suffering from fever since last night. The doctor advised me to take four days rest. I, therefore, request you to grant me four days leave from 18 May 2021 to 21 May 2021.

Thanking you

Yours obediently,

..... (Your name)

Class - V Section - .....

Roll No. ....