

BIJENDRA PUBLIC SCHOOL, PURNEA

Class - 6

Subject - ENGLISH

Chapter - FORMAL LETTER (02)

1. Write an application for leave to your Principal.

The Principal

Bijendra Public School

Maranga, Purnia

Date :- May 17, 2021

Subject :- Application for sick leave

Dear Sir,

With due respect, I want to say that I am not in a position to attend the class 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 five days. Therefore, kindly grant me leave from 18 May 2021 to 22 May 2021.

I shall be really thankful to you.

Thanking you

Yours obediently,

..... (Your name)

Class - VI Section -

Roll No.