

BIJENDRA PUBLIC SCHOOL, PURNEA

Class - 6

Subject - ENGLISH

Chapter - FORMAL LETTER

1. Write an application to your Principal requesting him for extended use of the Science lab.

72, Minar Road

Kolkata 700017

Date :-

The Principal

Bijendra Public School

Maranga, Purnia

Date - May 8, 2021

Subject :- Requesting extended use of the Science lab.

Dear Sir,

I am writing to request your permission to use the science lab for an extra hour for five days.

I am glad to inform you that I have been selected to participate in the TV show 'Little Einstein' telecast on Science Max channel. Here, the participants are required to demonstrate a scientific experiment leading to an original result. I had applied to participate in the show on the basis of my school project on mirrors and reflections. My experiment shows that mirrors can be used to make home lighting systems and save electricity.

As I will need to spend extra time in the science lab for preparing my final model, please grant me the permission to use the lab for an extra hour every day from 20 to 24 May 2021.

Yours faithfully

..... (Your name)

Class - VI Section