

# Format of Application

Address.....

Date.....

The Principal/Headmaster/Headmistress

Sir/Madam

Body of application

Yours obediently / faithfully

## Some Examples of Application

### 1. Application for Leave

You are Ramesh / Rama. Write an application to your Headmaster / Headmistress to grant you leave for three days.

Ans.

215 Krishna Nagar  
Bharatpur  
August 8, 20\_\_

*Sunder*

The Headmaster  
Adarsh Secondary School  
Adarsh Nagar  
Bharatpur

*Rae*

Sir

Respectfully I have to inform you that I have been suffering from fever since last evening. So I am unable to attend the classes from August 8 to August 10.

Kindly grant me leave for three days only.

Thanking you

Yours obediently

Ramesh

Class VIII B

Roll No. 5

### 3. Application for a Friendly Match

Imagine that you are Chitra/Hari studying in Govt Secondary School, Lanela. You want to play a friendly match with class VIII of Govt Secondary School, Mokala. Write an application to your Headmaster to allow you to play a volleyball match.

**Ans.**

August 20, 20 \_\_

The Headmaster

Govt Secondary School

Lanela

Sir

Respectfully we beg to say that we want to play a friendly volleyball match with class VIII of Govt Secondary School, Mokala on our ground tomorrow at 5 p.m. Kindly grant our request.

Thanking you

Yours obediently

The Students of Class VIII

4. Application for a