

### 7. Application for a Railway Concession

*Write an application to the Headmaster for a railway concession warrant.*

**Ans.**

Room No. 107

Pratap Hostel

Bayana

April 20, 20 \_ \_

The Headmaster

Govt Secondary School

Bayana

Sir

Most respectfully I beg to say that my parents live in Udaipur. I wish to go home during the coming summer vacation. I want to get a railway concession certificate for my journey to Udaipur and back.

I, therefore, request you to issue me a railway concession certificate.

Yours obediently

Sandeep Kataria

Class VIII B

### 8. Application for T. C.

*Imagine that you are Rashi Chiroliya. You have passed class VIII from Adarsh Vidya Mandir, Chaumahla and want to continue your further study. Write an application to the Headmaster of your school requesting him to issue you your transfer certificate.*

**Ans.**

25 Subhash Marg

Chaumahla

20 April 20 \_ \_

The Headmaster

Adarsh Vidya Mandir

Chaumahla

Sir

With due respect I beg to say that I have passed class VIII from your school. I want to continue my further study. Kindly issue me my transfer certificate as early as possible.

I shall be highly obliged to you for the act of kindness.

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Thanking you

Yours obediently

Rashi Chiroliya

Class VIII, SR. No. 248/2000

9. Imagine that

M. J.

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