

Question 1.

Write an application to the Principal of your school for fee-concession.

Answer:

The Principal

M.D. Higher Secondary School

New Delhi

14.07.2021.

Sub-An application for fee-concession

Sir

I beg to say that my father is a poor man. His monthly income is only three thousand rupees.

We are six members in our family. My father is not in a position to pay my fee.

I request you to grant me full fee concession. I shall be highly obliged to you for this act of kindness.

Yours obediently

SANA

Class VII

Question 2.

Write an application for a week's leave to the Headmaster of your school as you are unable to attend school because of viral fever.

Answer:

The Headmaster

Model School

Abid Road

Hyderabad-1

July 14,2021

Sub: Application for leave

Sir

I am in bed with an attack of viral fever. So I will not be able to attend school for a week. I

request you to be kind enough to grant me leave for six days. I shall be absent from 17

July2021 to 22 July 2021.

Yours obediently

Narsingh Rao

Class VII

Sec A

Question 3.

Write an application to the principal of your school requesting him to grant you two days' leave to attend your brother's marriage.

Answer:

The Principal

St. James Public School

New Delhi
July 14,2021

Sub : Leave application

Sir

Kindly grant me leave for two days from July15 to July 16. It is on account of the marriage of my elder brother.

I shall be highly obliged.

With thanks

Yours obediently

Kavita (Class VII)

Roll No. 109

Question 4.

You are Rajat Mittal of Sarvodaya Senior Secondary School, Vikas Nagar, Delhi You do not have the facility of learning computers in your school. Write a letter to the Principal of your school requesting him to provide the facility to the students of the school.

Answer:

The Principal

Sarvodaya Sr. Sec. School

Vikas Nagar

Delhi

July 14,2021

Subject : Facilities of learning computer in the school

Sir

These are the times of computers. Most of the schools in our city provide computer education. Our school is definitely better than them. So we must have even better computers and the teachers to teach their working.

So, I request you to start providing us the computer education. All the students will be obliged to you for it.

Yours obediently

Rajat Mittal