



# Application Writing

Write an application to your Principal for leave of absence for two days due to illness.

Fill in the blanks :

Date : \_\_\_\_\_

The \_\_\_\_\_  
\_\_\_\_\_ School



Respectfully I beg to state that I am suffering from \_\_\_\_\_ for \_\_\_\_\_ days. The doctor has advised me bed rest for \_\_\_\_\_ days. Therefore, I cannot attend the school.

I, therefore, request that I may be given leave of absence for \_\_\_\_\_ days from \_\_\_\_\_ to \_\_\_\_\_.

Yours faithfully

\_\_\_\_\_  
Class : \_\_\_\_\_

Roll No. : \_\_\_\_\_





# Letter Writing

- ◆ Write a letter to your friend thanking him on the nice birthday gift that he gave you.

Fill in the blanks :

Your address :

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Date : \_\_\_\_\_

Your friend's address :

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My dear \_\_\_\_\_

The occasion of my last birthday on \_\_\_\_\_ became very joyful because of your presence. I cannot forget this moment because of several pretty and useful gifts that I got from my friends and relatives. However, the most beautiful of all these gifts was the \_\_\_\_\_, that I got from my dearest friend, that is you. I love it from the core of my heart and will take all care of it.

Pay my compliments to your parents and little brother.

Thank you for the gift once again.

Yours true friend

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- ◆ Write a letter to your friend wishing him birthday.