

St. Andrews Scots Sr. Sec. School

9th Avenue, I.P. Extension, Patparganj, Delhi – 110092

Session: 2024-2025

Class :V

Sub: English Writing

Formal Letter

Write an application to the principal of your school, asking for three days' leave to attend a wedding in the family.

H-101
Krishna Vihar
Delhi-92

The Principal
St. Andrews Scots Sr. Sec. School
I.P. Extension, Patparganj
Delhi-92

Date: 16 Jan 2025

Subject: Application for leave

Madam

This is to inform you that I would be unable to attend school for three days, on account of a wedding in my family. I would be required to go to Jaipur to attend the wedding.

Kindly grant me leave for three days from 17th January to 19th January.

Yours Obediently

Ragini Ghosh
V- A

Write an application to your class teacher, informing her about the change of address.

H-101
Krishna Vihar
Delhi-92

The Class Teacher
St. Andrews Scots Sr. Sec. School
I.P. Extension, Patparganj
Delhi-92

Date: 16 Jan 2025

Subject: Change in address

Madam

This is to bring to your kind notice that I have shifted to a new house. Earlier I was residing at B-120 Aashirwad Enclave, New Delhi. Now, I have shifted to H-101 Krishna Vihar, New Delhi. I would be grateful if you kindly change my address in the school records and get my bus route updated as per the new address.

Yours Obediently

Raman Gupta
V- B