

St. Andrews Scots Sr. Sec. School

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

Session: 2025-2026

Class :V

Sub:English Writing

Formal Letter- 2

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

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

Date: 16 Oct 2025

Subject: Application for leave.

Madam/Sir

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 October to 19th October.

Yours Obediently

Ragini Ghosh
V- A

Note:

Formal Letter 1- given on page no 146 (Sample 6) in the grammar book.