

ENGLISH FOR CLASS 7TH CLASS (APPLICATIONS)

APPLICATION FOR SICK LEAVE

The Principal,
Islamabad Model College for Boys,
G-7/4, Islamabad.

Subject: **REQUEST FOR LEAVE.**

Sir,
With respect it is stated that I have fever. Therefore, I cannot come to school. Kindly grant me leave for one day.
I shall be very thankful to you for this act of kindness.

Your's Obediently,
Roll Number: ____
Date: _____

APPLICATION FOR URGENT PIECE OF WORK

The Principal,
Islamabad Model College for Boys,
G-7/4, Islamabad.

Subject: **REQUEST FOR LEAVE.**

Sir,
With respect it is stated that I have an urgent work piece of work at home. Therefore I cannot come to school today. Kindly grant me leave for one day.
I shall be very thankful to you for this act of kindness.

Your's Obediently,
Roll Number: ____
Date: _____

APPLICATION FOR FEE CONCESSION

The Principal,
Islamabad Model College for Boys,
G-7/4, Islamabad.

Subject: **REQUEST FOR FEE CONCESSION.**

Sir,

ENGLISH FOR CLASS 7TH CLASS (APPLICATIONS)

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With respect it is stated that my father is a poor man. He cannot pay my fee. I am very fond of reading. Therefore, kindly grant me full fee concession. I shall be very thankful to you for this act of kindness.

Your's Obediently,
Roll Number: ____
Date: _____

APPLICATION FOR SCHOOL LEAVING CERTIFICATE

The Principal,
Islamabad Model College for Boys,
G-7/4, Islamabad.

Subject: **REQUEST FOR SCHOOL LEAVING CERTIFICATE.**

Sir,

With respect it is stated that my father has been transferred to Lahore. I cannot stay here alone. Therefore, kindly issue me school leaving certificate, so that I can get admission in Lahore.

I shall be very thankful to you for this act of kindness.

Your's Obediently,
Roll Number: ____
Date: _____

APPLICATION FOR MARRIAGE PARTY

The Principal,
Islamabad Model College for Boys,
G-7/4, Islamabad.

Subject: **REQUEST FOR LEAVE.**

Sir,

With respect it is stated that I have to attend the marriage ceremony of my elder brother. Therefore I cannot come to school. Kindly grant me leave for three days. (From _____ to _____).

I shall be very thankful to you for this act of kindness.

Your's Obediently,
Roll Number: ____
Date: _____