

Vidya Bhawan Balika Vidyapeeth,lkr

Std:- III Sub:- English

Date:-18-07-2020

1. Write a formal letter to your principal for 3 days leave

To,

The principal,

Balika vidyapeeth,lkr

subject:- for 3 days leave

Through:- the class teacher

sir,

With most humble and respectfully, I beg to say that. I am Rahul/
Rani of class 3.

I am going to Patna to attend my uncle's weeding it is on 20th
july, so i cannot present in my class,19th july to 21st july.

I, therefore request you to kindly grant me leave for 3 days.

I shall be obliged to you for this.

Your Pupil

Rahul/ Rani

class:- 3

H. W write it two times and remember the format of application.

By Sanjeev kumar