

**Class 6**

**Applications 1 & 2**

- 1. Write an application to your principal requesting him to grant you leave for three days.**

To,

The Principal,

St. Micahel' s School,

Keerathpura,

Bhind. (M.P).

Subject – Leave application

Respected Father,

Most humbly I beg to say that I have been suffering from fever since last night. The doctor has advised me to take rest for three days . Therefore, I kindly request you to grant me leave for three days from 16<sup>th</sup> September to 18<sup>th</sup> September 2020.

Thanking you,

Yours obediently,

Anurag Sharma

VI – A

16 - 9 – 2020

**2. Write an application to your principal requesting him to issue a transfer certificate.**

To,

The Principal,

St. Michael's School,

Keerathpura,

Bhind. (M.P)

Subject – Issue a transfer certificate.

Respected Father,

Most humbly I beg to say that I am a student of Class 6A of your school. My father has been transferred to Mumbai. I am unable to continue my studies in your school. Therefore, I kindly request you to issue a transfer certificate for me so that I can get admission in any other school in Mumbai.

Thanking you,

Yours obediently,

Anurag Sharma

VI – A

16 - 9 - 2020