



**INDIAN SCHOOL AL WADI AL KABIR
DEPARTMENT OF ENGLISH [2023– 2024]**

TOPIC: Formal Letter Writing **HANDOUT**

RESOURCE PERSON: Ms: Sheba Siddiqui

NAME: _____ CLASS: V SEC: ____ DATE:

FORMAT FOR FORMAL LETTER WRITING

Megha Ahuja
Class VB
ISWK

SENDER'S ADDRESS

15th May ,2023

DATE

The Class teacher
V-B
ISWK

RECEIVER'S ADDRESS

Subject:

PURPOSE OF WRITING THE LETTER

Dear Sir/Madam

SALUTATION

Body of the letter

1. Introduction
2. Main Content
3. Conclusion

Thanking you,

Yours sincerely,
Megha Ahuja
Class: V-B

SUBSCRIPTION

SENDER'S NAME

Sample Letter

You are Ajay Sharma a student of class V-B .You are unable to attend school for 3 days as you are unwell. Write a Formal Letter to the Principal of your school to grant you leave for the same.

Ajay Sharma
Class-V-B
Indian School Al Wadi Al Kabir
Muscat

15th May, 2023

The Principal,
Indian School Al Wadi Al Kabir
Muscat

SUBJECT: Application for Sick Leave

Respected Sir,

This is to inform you that I am a student of Class V-B in your school. I am not feeling well today as I am suffering from severe throat infection and fever. The doctor has advised me rest for three days. So, I will be unable to report to school from 16.5.23 to 18.5.23. Hence I request you to grant me leave for three days.

I hope you understand and consider my application. I shall complete all my pending assignments on my return.

Thanking You,

Yours sincerely,
Ajay Sharma
Class: V-B