



INDIAN SCHOOL AL WADI AL KABIR

Class: VII	Department: ENGLISH	Date of Submission: May 2026
WORKSHEET NO: 7	Topic: FORMAL LETTER (To the Principal)	Note: To be written in the notebook



A Formal Letter is one written in a formal tone and uses formal language. Such letters are written for official purposes to The Editor, The Principal, The Municipal Commissioner, The Secretary, The Mayor (authorities, dignitaries, colleagues, seniors) etc. and not to personal contacts, friends, or family.

A number of conventions must be adhered to while drafting formal letters.

As a school student, you might be required to write a letter to the Principal for various reasons, be it asking for sick leave, permission to organize an event in the school, requesting a certificate, etc.

How to write a Formal Letter?

Here are the key elements of the Formal Letter:



Sender's Address

Sender's address to be written at the top left-hand corner of the letter.

Note: The sender's and the receiver's address have to be in the same city.

(Space)

Date

To be written in British Format and write it below the sender's address.

Eg: 25th May, 2026

(Space)

Designation & Receiver's Address

It should be written below the date after leaving the space of a line.

For example:

(Space)

The Principal

Bharatiya Vidhya Bhavan School

New Delhi

(Space)

Subject

States the reason or purpose for writing the letter and it should be underlined. Write a strong subject line which can convey the meaning of the entire letter.

(Space)

Salutation

Dear Sir/ Madam,

(Space)

Body of the letter (3 Paragraphs)

- The Introductory Paragraph (First Paragraph)

The first paragraph will generally focus the purpose and the reason that the letter is being sent.

- Content (Second Paragraph)

States the causes and effects of the problem/ issue.

- Conclusion (Third Paragraph)

The last paragraph should sum up the issue raised in the letter. It can include suggestions and methods of solving the issue. It should be concise and to the point.

(Space)

Complimentary Closing Line

e.g.:

Thanking you

(Space)

Yours faithfully/ Yours sincerely etc.

Signature

Name

Sample:

Write a letter to the Principal of your school requesting leave for a week to take care of your sick mother.

Flat No. 15, Green Villa
Gandhinagar Street
New Delhi

1st June, 2026

The Principal
Oriental Public School
New Delhi- 210118

Subject: Requesting one week's leave (from 1st June 2026 to 8th June 2026)

Dear Sir,

I am Prithvi K. S, a student of Class VII-B, in your school. This is to inform you that my mother is seriously ill and I am required to stay with her as there is no one else to take care of her. She is required to be taken to the hospital every now and then and needs constant support as doctors have advised complete bed rest. So, I request you to kindly allow me a week's leave, starting today, 1st June, 2026 to 8th June, 2026.

My friends have assured me to bring every day's notes, and I will submit all my work through them. My class teacher is also very supportive. She has promised to send me the audio recordings of classes so that I would not miss out on anything during this period. With everyone's support, I am sure I can get through this difficult phase.

Kindly sanction the leave so that I do not fall short of attendance during Half Yearly Examination. I shall be obliged.

Thanking you

Yours sincerely,
(Signature)
Prithvi K.S
Class VII-B

EXERCISE:

1. You are Jane / Jaiden, a student of Modern English Medium School, Mumbai. Write a letter to the Principal seeking leave for attending your cousin's wedding ceremony in Pune.
2. Write a formal letter to the Principal of your school informing about many damaged and torn books in the school library. Request the Principal to look into the matter and improve the facilities in the library.

