**To**  
The Principal  
USBM College  
BBSR, Odisha

**Subject:** Application for Your Purpose

**Respected Sir/Madam,**

With due respect, I would like to state that I am **Your Full Name**, a student of **Your Course/Year/Roll No.** in your esteemed institution. I am writing this application to kindly request **state your reason clearly – e.g., leave for 3 days due to health issues / issue of bonafide certificate / permission to attend seminar / fee extension, etc**.

I shall be highly obliged if you kindly consider my request and grant me permission for the same.

**Thanking you in anticipation.**

Yours obediently,  
Your Full Name  
Course/Year/Roll No.  
Date

**Your Address**  
City, State  
Date

**Dear Friend’s Name,**

I hope you are doing well. I am writing this letter to tell you about my holiday plans and to know about yours. After such a busy schedule at college, I finally got some free time to relax and enjoy. Holidays are always special because they give us a chance to take a break from studies and spend time with family and friends.

This holiday, I am planning to visit my grandparents who live in the village. I love going there because the environment is peaceful and refreshing. I also want to help them in the garden and enjoy fresh fruits. Apart from that, I have decided to read a few new books, practice some drawing, and play cricket with my neighborhood friends.

If possible, I really want you to come and stay with me for a few days. We could go cycling, watch movies, and enjoy long evening walks. It would be fun to spend time together after such a long gap. Please share your holiday plans in your reply.

Take care and write back soon.

With love,  
[Your Name]