

Application writing

The Principal,
Government College,
City A.B.C.

Subject : Request you sick leave

Sir,

Respectfully I wish to state that I am a student of Intermediate Part-I in your esteemed institution. I have been suffering from a high fever for the last three days. In the beginning I thought to recover soon but in spite of best treatment, the fever is not getting down. My doctor advised me to have complete blood examination. After the examination, I got the reports which show that I have a typhoid fever.

Now, he is of the view that complete bed rest is essential at least for a week for the restoration of my health. I would be highly thankful if you grant me a leave for a week from 20th November to 27th November. The medical certificate and prescriptions issued by the doctor are attached.

I assure you that as soon as I join the class, I will make my efforts to make up for the missed lessons. I hope ~~(you grant)~~ my request will be granted. Thanks in anticipation

Yours obediently,
X.Y.Z.

Nov 20, 2024.

Eligible : He is not eligible for the post of clerk.

Illegible : His handwriting is illegible.

Famous : Mehdi Hassan is a famous singer.

Notorious : He is a notorious politician.

Further : There is no need of giving further explanation.

Farther : We cannot go farther because it's getting dark.

Guilt : His guilt was proved by lawyer.

Gilt : She gifted me gilt buttons on my birthday.

Hail : It was hailing yesterday.

Hale : Ali is hale and hearty.