

English
Assignment week 5
Application Writing

(Q1) Write an application to the principal of your college, requesting him/her to grant you sick leave on medical grounds?

The Principal,
Government college,
A. B. C.

Sir,

With due respect, I submit that I am suffering with chest infection from the last week. I went to the hospital and the doctor advised me to take complete bedrest ~~at~~ with proper medication. So, I will not be able to attend the college for the next week. I have attached my medical certificate with the leave.

I, therefore, request you to grant me leave for the next week. I will be very grateful to you.
Thanks.

November 15, 2024

Yours obediently,
X. Y. Z.