

Lesson-27 Letter Writing

The language of the letters should be simple and to the point.

There are two kinds of letters:

1 Informal letters

2 Formal letters

*Informal letters

We write informal letters to our friends and relatives. So the language is personal.

*Formal letters

Formal letters are written to official bodies, schools, colleges, etc. to make requests or complaints.

***Write a letter to your Principal to grant you two days leave due to sickness.**

4, Olive Apartment,

Bank street,

City light,

Surat-395007.

Sender's address

16th April, 2025. } Date

To,

The Principal,
METAS Adventist School,
Athwalines,
Surat-395007. } Receiver's address

Subject: An application for leave.

Respected Sir, } Salutation

I Rohan Sharma, a student of class V –A, would like to request you to grant me two days leave, as I was suffering from fever. My doctor had advised me to take rest for two days. So I could not attend the school.

Kindly grant my leave from 14-04-2025 to 15-04-2025. I shall be very grateful to you.

Thanking you, } Complimentary close

Yours Obediently, } Subscription

Rohan Sharma } Name of the student
(Roll No. 22 V –A) } Roll No

