## **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

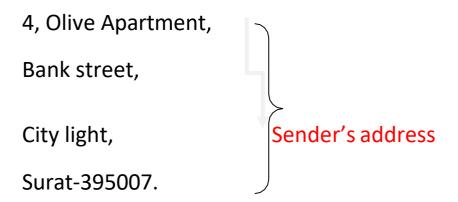
## \*Informal letters

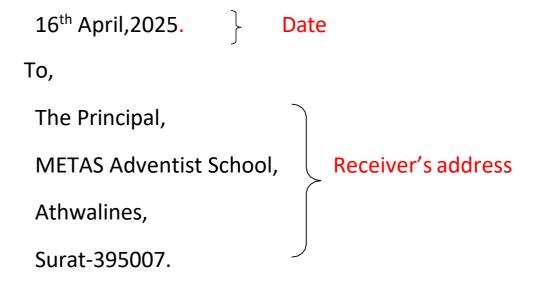
We write informal letters to our friends and relatives. So the language is personal.

## \*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.





Subject: An application for leave.

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.

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Thanking you, Complimentary close

Yours Obediently, Subscription

Rohan Sharma Name of the student

(Roll No. 22 V –A) Roll No
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