**Chapter 16**

**Letter and Application Writing**

A letter is defined as a piece of writing that gives the detailed information. Letters are the oldest form of conveying ideas, message or thoughts. These are written in easy style using colloquial language.

**Some Specimen letters and applications**

1. **An application to the principal of your school asking for leave of absence for two days.**

B-7, Surya Model School

Varanasi

15 July 20 x x

**Subject** : Application for leave

Madam,

With due respect, I would like to state that I was suffering from fever. I was under the treatment of a doctor. He had advised me complete bed rest for two days.

Kindly grant me leave for two days, I,e. 21 and 22 July 20 x x.

Yours obediently,

Mohit