

Activity#4

Output:

To,
Class Teacher,
Al Musleh Foundation School,
Kharadar, Karachi.

Subject: Leave application for a day.

Respected Sir/Madam,

With respectfully, my humbly request is that I, would not be able to attend my regular school classes tomorrow because I have an important piece of work at my home.

Therefore, kindly grant me leave for one day tomorrow's date (15 – 06 – 2022).

I shall be obliged for your support.

Obediently yours,

Ali

Class 9th A

14 June 2022