



Letters and Applications

Learning Outcomes

- Students will learn how to write different types of letters.
- Students will learn how to organize their letters and applications.

Letters

Invitation to a Party

6, Tilak Nagar

New Delhi

20 July 20__

My Dear Madhu,

My brother has passed the post graduation examination. I am having a party of a few friends on Sunday evening at my house. Mother wishes you to come and spend the evening with us.

I hope that you will be able to come.

Yours

Ritu

Reply of Acceptance

17, Subhash Nagar

New Delhi

22 Dec 20__

My Dear Ritu,

Thank you very much for your warm invitation. I shall be glad to come to your party at your house on Sunday evening.

Yours sincerely

Madhu

House no. 6

Tilak Nagar

New Delhi



Applications

An Application for Leave

To

The Principal

Mother Teresa Public School

Kolkata

Subject : Leave of absence from school on 15 April 20__ to _____ .

Sir,

Wish to inform you that I have an urgent work at home. Therefore, I will not be able to attend school today. I would be thankful if you could please grant me leave for one day only.

Thanking you in anticipation of your understanding and support.

Yours sincerely

XYZ

Class IV-A

Write letters and applications on following topics.

1. Write an application to your principal requesting him to grant leave on account of your sisters's marriage ceremony.
2. Write an application to your principal requesting him to grant sick leave.
3. Write a letter to your friend wishing him/her happy birthday.
4. Write a letter to your father requesting him to buy you a new phone.

