

**VASISHTHA GENESIS SCHOOL, BARDOLI**

(Academic Session: 2025-26)

**Date:** \_\_\_\_\_ **Class: 4** **Div:** \_\_\_\_\_ **Roll No:** \_\_\_\_\_ **Sub : English**  
**Name:** \_\_\_\_\_ **Worksheet No 4 for annual exam**

**Formal letters**

**FORMAT**

Sender's Address

(Leave this line)

Date in full

(Leave this line)

Receiver's/ Recipient's Designation

Name of the school

City.

(Leave this line)

Sub:- only one sentence.

(Leave this line)

Salutation- Dear sir/madam,

Body of the letter ( 1-2 Paragraphs)

Conclusion/ Closure – Yours sincerely,

Name of the sender,

Class and Roll no.

**Example i) Write One day leave application to the principal.**

Ritika Patel  
11, Shrushti Park  
Bardoli

13<sup>th</sup> March 20XX

To.  
The Principal,  
Vasishthta Genesis School,  
Baben

Subject: Application for one day leave.

Dear Sir,

I am a student of class 4 Section A, in your school. This is to inform you that, I have to visit my grandmother's place due to some urgent work with my parents. Therefore, I will be unable to attend school tomorrow. Kindly grant me the leave for a day. I shall be really thankful to you.

Yours obediently,  
Ritika Patel,  
Standard 4<sup>th</sup> A

**Example ii) Write an application to your Principal requesting him for sick leave.**

Manisha Deshmukh  
30, Sai Krishna Residency  
Bardoli

13<sup>th</sup> March 20XX

To,  
The Principal,  
Vasishtha Genesis School,  
Baben

Subject: Application for Sick leave.

Dear Sir,

With due respect, I want to say that I am not in a position to attend the school as I am down due to fever. I have been recommended by our family doctor that I have to take proper rest for at least 3 days. Therefore, kindly grant me leave from 13 to 15 March. I shall be really thankful to you.

Thanking you.

Yours obediently,  
Manisha Deshmukh  
Grade 4<sup>th</sup> C

**Example iii) Write a letter to your class teacher asking permission to attend a family function.**

Varun Sharma  
31 M. G Park  
Bardoli

15<sup>TH</sup> March 20XX

To,  
The class teacher,  
Vasishthta Genesis School,  
Baben

Subject: Application for leave.

Dear Sir,

I am a student of class 4<sup>th</sup> C in your school. Next week, my uncle's marriage has been scheduled at Delhi and I want to attend it. Therefore, it is not possible for me to attend school from 16<sup>th</sup> to 20<sup>th</sup> March Therefore; you are requested to kindly grant me leaves for 5 days so that I can attend my family function. I shall be really thankful to you.

Thanking you.

Yours obediently,  
Varun Sharma  
Grade 4<sup>th</sup> C