

7. Write a letter to your brother about the importance of the study of science.

Examination Hall,
A. B. C (City).
March 6, 2014

Dear Umar,

My joy knew no bounds when I heard about your brilliant success in the Middle-Standard Examination. Now you have been promoted to the 9th class. All of us have very high hopes about you.

Now you will have to take a decisive step whether you would like to study humanities or science subjects. It would be a turning point in your future career. You know this is the age of science. All the modern knowledge is in science. If we are forced to spend a single day without, the amenities provided by science, our life will become unbearable. Hence, everyone should know the basics of science and cause human happiness. So, I advise you to take up science subjects, become a great man and serve the suffering humanity.

With best wishes,

Yours affectionately,

X. Y. Z.

Applications

Q.1. Write and application to the principal of your school for grant of full fee concession.

The principal
Government High School,
City A.B.C.
Sir,

Respectfully I beg to state that my father is a poor man. He is a clerk in an office. He has to feed a large family of seven. He cannot pay my school fee. I shall be very thankful to you if you kindly grant me full fee concession. I shall be highly obliged to you.

Yours obediently,

X.Y.Z

Class 9

Dated: 10-9-2014

Q.2. To Sui Gas Company for new gas connection.

Examination Hall,

City A.B.C

July 14, 2014

The General Manager

Subject: Application for new Gas connection.

Sir / Madam,

I want to state that the construction of my new house is expected to be completed next week. My family is going to settle in the new house from the next month.

I request you to sanction a new gas connection. I will pay all dues as I receive the demand notice.

Thank you.

Yours Faithfully,

X.Y.Z

Q.3. Write an application to the principal of your school for a character certificate.

The Principal,
Government High School,
City A.B.C
Sir,

With due respect, I beg to state that I have been bonafide student of your school, during the session 2011-10 I appeared in S.S.C examination and secured 750 marks. Now I want to join a college. I need character certificate.

It is therefore, requested that a character certificate may kindly be granted.

I shall be thankful to you for this act of kindness.

Yours Obediently,

X.Y.Z

Roll No. _____

Class-9

Dated: November 10, 2014

Q.4. Write an application to the principal of high school for admission in class 10th.

The Principal,
Government High School,
City A.B.C
Sir,

I shall feel obliged if you kindly admit me in the 10th class of your school. I have been recently shifted from Lahore. I was a good student there and used to stand first in my class. I hope you will admit me in your school. The school leaving certificate is attached here with. I shall be thankful to you for this act of kindness.

Yours Obediently,

X.Y.Z

Dated: September 5, 2014

Q.5. Write an application to the District Nazim about the poor condition of your area.

The Nazim
District Government

With due respect, it is submitted that the condition of my area is very poor. Tench Bhatta is a crowded area. Sewerage system of this area is defective. Main holes of gutters are uncovered and dirty water flows in the streets. There is a threat of spreading diseases. Sweepers and sanitary workers are not found in this area.

It is, therefore, requested that necessary measures may kindly be taken for cleanliness of this area.

Yours obediently,

X.Y.Z

9th

Dated Oct- 12, 2014

Q.6. Write an application to the principal of your school, requesting him to issue you school leaving certificate.

The Principal

Government High School,

Lahore.

Sir,

Most respectfully I beg to state that my father has been transferred to Islamabad. Our family will move on 23rd of this month I cannot stay here alone.

It is, therefore, requested that I may kindly be issued school leaving certificate today so that I may get admission in another school over there.

I shall be thankful to you for this favour.

Yours Obediently,

X.Y.Z

Dated: 20th September 2014

Q.7. Write an application to the Headmaster of your school for leave on Medical Grounds.

The Headmaster,

Government High School,

City A.B.C.

Dear Sir,

Most respectfully, I beg to state that I have been suffering from high fever since last night. My doctor says that I shall have to continue treatment for a week. He has advised me complete rest for a week.

Kindly grant me leave for six days from the 12th to the 17th January, 2011. A medical certificate is attached herewith. I shall be thankful to you for this favour.

Yours obediently,

X.Y.Z

Class 9th

Dated: January 12, 2014

Q.8. Write an application to the principal of your school, for a character certificate.

The Principal,

Government High School,

City A.B.C.

I got first position in the school in the secondary school certificate examination. I plan to study further at the intermediate college. It is, therefore, requested that a character certificate may kindly be issued to enable me to seek admission for further studies.

Thanking you
Yours Obediently,
X.Y.Z
October 15, 2014

Q.9. Write an application to the principal of your school requested him to remit absence fine.

The Principal
Government High School,
Peshawar.
Sir,

Most respectfully I beg to state that I was ill and could not attend the school during the last week. I could not send leave application to school I have been fined six rupees for absence. Please remit my fine. I shall be highly obliged to you.

Yours Truly,
X.Y.Z
Dated: January 5, 2014

Q.10. Write an application to the principal of your school for the grant of stipend.

The Principal,
Government High School,
City A.B.C.
Sir,

With due respect, I beg to state that my father is a poor man. He has been out of employment for the last six months. There is no other earning member of my family. We live from hand to mouth. He cannot bear my school expenses and school fee.

I am fond of studies. I want to continue my studies. It is therefore, requested that I may kindly be granted stipend so that I can continue my education. I shall be thankful to you for this favour.

Yours Obediently,
X.Y.Z
Class: 9-A
Dated: December 18, 2014.

11. To Director Education for grant of scholarship.

Examination Hall,
A.B.C
July 18, 2014
The Director Education,
City X.Y.Z

I want to state that I have passed my SSC exam with A plus grade. I am in HSSC part-1 now. I find it difficult to pay my college dues. My father is a clerk in a post office and he has to support a large family.

I request you to grant me scholarship. So that I can continue my education easily.

I'll be thankful.

Yours obediently,

X.Y.Z

12. You bought a telephone set the company offered a six months warranty after sale. You bought the set but it stopped working within a week write a complaint letter.

Examination Hall,

A.B.C

July 10, 2014

The Director Complaint,

ABC company

Subject: Complaint for Telephone set.

Sir / Madam,

I purchased a telephone set manufactured by your company. Unfortunately, it has stopped working. As your company offers six months warranty after sale. I want my set replaced or repaired. The copy of purchase receipt is attached with the application. I hope that you will solve my problem as soon as possible.

Thank You

Yours Truly,

X.Y.Z

13. Application for Character Certificate.

Examination Hall,

A.B.C

July 9, 2014

The Principal,

ABC College,

Subject: Application for issuance of Character Certificate.

Sir / Madam,

With due respect it is stated that I have passed my intermediate examination from your college in session 2007 - 2009. My college roll No was 597. I had been a brilliant student and won many prizes for college.

I request you to issue me character certificate.

I'll be thankful.

Yours Obediently,

X.Y.Z

