



INDIAN SCHOOL MUSCAT  
MIDDLE SECTION



Subject: English

Topic: Writing Skills- E-mail Writing

Class VIII \_\_\_ Name: \_\_\_\_\_ Roll No: \_\_\_ Date: \_\_\_ /10/2018

1. Write an e-mail to the Principal of your ward's school requesting leave of absence for your ward as you have to travel to India to attend to your ailing grandmother.

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**2. Write an e-mail to the Vice Principal of your ward's school requesting leave of absence as he has to travel to India to participate in a sports meet.**

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