



INDIAN SCHOOL MUSCAT
MIDDLE SECTION



SUBJECT: ENGLISH

TOPIC: Formal Letter Writing

CLASS VI _____ NAME: _____ R. No: _____ Date: _____ 02/19 WORKSHEET 23

You are Kevin/ Nancy. Your ward is studying in class VI. Write a letter to the Principal seeking leave for your ward.

PO Box 2470
PC 112
Ruwi
Sultanate of Oman

04th February, 2019

The Principal
Indian School Muscat
Sultanate of Oman

Respected Sir,

Subject: Leave application—Angela/Samuel- 6 E

I would like to inform you that my ward Angela/Samuel, studying in class 6 E, could not attend his\her classes from 28th January, 2019 to 31st January ,2019 since he/she was suffering from fever. The doctor had advised him/her bed rest for three days.

I would remain grateful to you if you kindly grant him/her sick leave for those three days. I have attached the medical certificate duly signed by the doctor. We will make sure that Angela/Samuel completes the work that was done during his/her absence.

Thanking you

Yours truly/faithfully

Kevin/ Nancy

