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- 1. Write An Application To Your Principal For Extra Class.*
  - 2. Write an application to your principal for sick leaves.*

## Formal Letter Format in CBSE

Sender's Address

Date

Receiver's Address

Subject:

Salutation (Dear Sir, / Madam)

Body of the Letter

First Paragraph: Introduce Yourself and mention the reason

Second Paragraph: [Detail of the matter]

Third Paragraph: [Mention conclusion and solution]

Complimentary Closing

Thanking You,

Yours Sincerely,

Name