

APPLICATION

→ An application is written to officials requesting or complaining about something.

→ FORMAT OF AN APPLICATION :

(Receiver's Address)

(Date :)

(Subject :)

(Salutation)

(Body of the application)

(Subscription)

(Name)

(Signature)

→ example:

Ques.) Write an application to your Principal requesting her to issue your transfer certificate. You are Aman of class V 'B'.

The Principal
Miranda Senior Secondary School
Udaipur (Raj.)

April 27, 2020

Subject: Request to issue transfer certificate (TC)

Respected Ma'am

I, Aman Mathur of class V 'B' of your institution would like you to ~~request~~ request to kindly issue my transfer certificate (TC) since I, along with my family, am moving out of the town. My father has been transferred to another city. Kindly do the needful.

Thanking You,
Yours Sincerely
Aman Mathur

V 'B'.

Aman

→ Exercise :

- 1) You are Ramesh / Radha. Write an application to your Headmaster to grant you leave for three days.
- 2) Write an application to the Principal requesting her ~~to~~ for admission in class VI.