



INDIAN SCHOOL DARSAIT WRITING SKILLS FORMAL LETTER



FORMAT:

1. Sender's Address



PO Box 2413, PC 112
Ruwi, Muscat
Sultanate of Oman

2. Formal date



20th April 2019

Receiver's Address



3. The Vice Principal
Indian School Darsait
PO Box 1227, PC 114
Jibroo
Sultanate of Oman

4. Salutation



Dear Sir/Madam

5. Subject



Topic to write on

6. Body of the letter

Introduction

Main content

Conclusion

7. Leave taking



Yours faithfully

8. Subscription



Signature
Name

Points to remember:

1. Include all important facts about your leave, including the date, reason for the leave and where you will be during the leave.
2. Language should be polite rather than angry, sarcastic or threatening.

Sample Question: Write a letter to your Vice Principal asking for two days leave.

PO Box 2/4B PC 221
Corniche
Muscat

17th April 2019

The Vice Principal
Indian School Darsait
PO Box 1227, PC 114
Jibroo
Sultanate of Oman

Respected Madam,

Subject : Request for two days leave.

With due regards I wish to state that I have a house warming ceremony at my place next week ie. Sunday, 21st April and Monday 22nd April 2019. Since I will be busy in shifting and other rituals, I won't be able to attend classes on 21st and 22nd April.

Therefore kindly oblige me by granting leave for two days.

I assure you that I will complete my pending work at the earliest.

Yours faithfully,

(Signature)

(Full Name)

(Class)

Practice Question – Write a letter to the Physical Education teacher at your school requesting a leave from the after school badminton classes for a week.