

APPLICATIONS

Q1. Write an application to the principal of your school for grant of full fee concession.

The Principal,
Government High School,
City A.B.C.

Sir,

Respectfully, I beg to state that my father is a poor man. He is a clerk in an office. He has to feed a large family of seven. He cannot pay my school fee. I shall be very thankful to you if you kindly grant me full concession. I shall be highly obliged to you.

Yours obediently,
X.Y.Z.
Class 9
Dated: 10-9-2014

1

Q2. To Sul Gas Company for new gas connection

Examination hall,
City A.B.C.
July 14, 2014
The General Manager,
Sul Northern Gas Company,
Islamabad.

Subject: Application for new Gas connection

Sir/ Madam

I want to state that the construction of my new house is expected to be completed next week. My family is going to settle in the new house from the next month.

I request you to sanction a new gas connection. I will pay all dues as I receive the demand notice.

Thank you.

Yours Faithfully
X.Y.Z.

2

Q3. Write an application to the principal of your school for a character certificate

The principal,
Government High School,
City A.B.C.

Sir,

With due respect, I beg to state that I have been bonafide student of your school, during the session 2011-10. I appeared in S.S.C examination and secured 750 marks. Now I want to join a college. I need character certificate. It is therefore, requested that a character certificate may kindly be granted. I shall be thankful to you for this act of kindness.

Yours Obediently,
X.Y.Z
Roll No _____
Class – 9
Dated: November 10, 2014

3

Q4. Write an application to the principal of high school for admission is class 10th.

The principal,
Government High School,
City A.B.C.

Sir,

I shall feel obliged if you kindly admit me in the 10th class of your school. I have been recently shifted from Lahore. I was a good student there and used to stand first in my class. I hope you will admit me in your school. The school leaving certificate is attached here with. I shall be thankful to you for this act of kindness.

Yours Obediently,
X.Y.Z
Dated: September 5, 2014

4

Q5. Write an application to the District Nazim about the poor condition of your area

The Nazim,
District government
Rawalpindi.

Dear Sir,

With due respect, it is submitted that the condition of my area is very poor. Tench Bhatta is a crowded area. Sewerage system of this area is defective. Main holes of gutters are uncovered and dirty water flows in the streets. There is a threat of spreading diseases. Sweepers and sanitary workers are not found in the area.

It is, therefore, requested that necessary measures may kindly be taken for cleanliness of this area.

Yours obediently,
X.Y.Z
Dated: Oct 12, 2014

5

Q6. Write an application to the principal of your school, requesting him to issue your school leaving certificate.

The principal
Government High School,
Lahore.

Sir,

Most respectfully I beg to state that my father has been transferred to Islamabad. Our family will move on 23rd of this month. I cannot stay here alone. It is, therefore requested that I may kindly be issued school leaving certificate today so that I may get admission in another school over there. I shall be thankful to you for this favor.

Yours obediently,
X.Y.Z.
Dated: 20th September 2014

6

Q7. Write an application to the Headmaster of you school for leave on Medical Grounds.

The Headmaster,
Government High School,
City A.B.C.

Dear Sir,

Most respectfully, I beg to state that I have been suffering from high fever since last night. My doctor says that I shall have to continue treatment for a week. He has advised me complete rest for a week.

Kindly grant me leave for six days from the 12th to the 17th January, 2011. A medical certificate is attached herewith. I shall be thankful to you for this favor.

Yours obediently,
X.Y.Z
Class 9th
Dated: January 12, 2014

7

Q8. Write an application to the principal of your school, for a character certificate

The principal,
Government High School,
City A.B.C

Sir,

Respectfully, it is submitted that I have been a bonafide student of your school during the session 2014-2015. I got first position in the secondary school certification examination. I plan to study further at the intermediate college.

It is therefore, requested that a character may kindly be issued to enable me to seek admission for further studies.

Thanking you
Yours Obediently,
X.Y.Z
Dated: September 16, 2016

8

Q9. Write an application to the principal of your school requested him to remit absence fine.

The Principal
Government High School,
Peshawar.

Sir,

Most respectfully I beg to state that I was ill and could not attend the school, during the last week. I could not send leave application to school. I have been fined six rupees for absence. Please remit my fine. I shall be highly obliged to you.

Yours Obediently
X.Y.Z.
Dated: March 19, 2016

9

Q10. Write an application to the principal of your school for the grant of stipend.

The Principal,
Government High School,
City A.B.C.

Sir,

With due respect, I beg to state that my father is a poor man. He has been out of employment for the last six months. There is no other earning member of my family. We live from hand to mouth. He cannot bear my school expenses and school fee.

I am fond of studies. I want to continue my studies. It is therefore, requested that I may kindly be granted stipend so that I can continue my education. I shall be thankful to you for this favor.

Yours Obediently,
X.Y.Z
Class: 9-A
Dated: December 18, 2014

10

11. To director Education for a grant of scholarship.

Examination hall,
A.B.C
May 10, 2016

The Director Education
City X.Y.Z.

Sir/ Madam,

I want to state that I have passed my SSC exam with A plus grade. I am in HSSC part-I now. I find it difficult to pay my college dues. My father is a clerk in a post office and he has to support a large family.

I request you to grant me scholarship. So that I can continue my education easily. I'll be thankful.

Yours Obediently,
X.Y.Z

11

Q12. You bought a telephone set the company offered a six months warranty after sale. You bought the set but it stopped working within a week write a complaint letter.

Examination hall, A.B.C
June 20, 2016
ABC Company.

Subject: Complaint for Telephone set

Sir/Madam

I purchased a telephone set manufactured by your company. Unfortunately, it has stopped working. As your company offers six months warranty after sale. I want my set replaced or repaired. The copy of purchase receipt is attached with the application. I hope you will solve my problem as soon as possible.

Thank you

Yours truly,
X.Y.Z.

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13. Application for Character Certificate

Examination Hall,
A.B.C
July 9, 2014

The Principal,
A.B.C College

Subject: Application for issuance of character certificate

Sir/Madam

With due respect It is stated that I have passed my intermediate examination from your college in session 2007-2009. My college roll No was 597. I had been a brilliant student and won many prizes for college. I request you to issue me character certificate. I'll be thankful.

Yours obediently,
X.Y.Z.

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