



पुनजा International School

Shree Swaminarayan Gurukul, Zundal

WORKSHEET - 3

WRITING LETTER (FORMAL)

Write an application to the Principal of your school requesting him/her to change your section.

Roll No. _____

Class VII

Delhi _____

_____/____/2020

The Principal

_____ Delhi

1100 _____

Sir/Madam

Subject: Request to Change the Section

With due respect, I beg to say that I want to change my section from _____

To _____.

My Brother/Sister/cousin is in section _____. We share _____. I have also medium Problem _____.

Therefore, I request you to kindly _____ and oblige me. Thank

You

Yours Faithfully

_____ (Signature /
Name)