

**ST. ANDREWS SCOTS SCHOOL  
Adjacent Navniti Apartment , I.P Extension Delhi – 92**

**Session : 2025-2026**

**Class- III**

**Subject – English**

**Formal Letter**

**Q. Write a letter to the Principal of your school asking her for leave for two days.**

**The Principal**

St. Andrews Scots Sr. Sec. School

I P Extn Patparganj

Delhi – 92

**Date – 20th January 2026**

**Subject – Leave application**

**Respected Ma'am**

Kindly grant me leave for two days i.e. 21<sup>st</sup> and 22<sup>nd</sup> January as I have to participate in basketball tournament to be held in Mumbai. I also assure you that I will do my absent work with the help of my classmates.

**Thanking you**

**Yours sincerely**

**Arunima Mittal**

**3<sup>rd</sup> B**