

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. 21st and 22nd 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

3rd B