



Format of An Application to the Principal

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Receiver's Address

[Mention the person being addressed, i.e. 'The Principal' and then the school's address.]

Date

[The date on which the application is written. It helps in officially documenting the application.]

Subject

[A short statement reflective of the purpose for which the application is written.]

Salutation

[Here the addressee is respectfully acknowledged and referred to. You can write 'Sir', 'Madam' or both in case of ambiguity about the gender of the person being addressed.]

Body of Content

[Mention your name and class][State the reason for the application][Related factors such as the number of days for a leave (including dates), reason for fee concession, etc.] [Humbly extend your gratitude towards the principal. Complimentary Note as a closing acknowledgement for the principal's time, understanding and patience. This makes the letter more respectful and thereby appropriate.]

Closing Line

[Yours Obediently, Yours Sincerely, etc.] **Name of the Sender with Details**

[Conclude the application by mentioning your name with other essential details like class, section, roll no. and any other details.]



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