

Class 5 English

Formal Letter Writing

Here is your **exam-ready content** for Class 5 Formal Letter Writing.

Letter to the Principal Requesting a Bonafide Certificate

12, Rose Garden Street

Chennai – 600040

10 February 2026

To

The Principal

ABC Matriculation School

Chennai – 600042

Subject: Request for Bonafide Certificate

Dear Sir/Madam,

I kindly request you to issue me a Bonafide Certificate as it is required for opening a bank account.

I am studying in Class 5 – B in your school. I shall be grateful if you could issue the certificate at the earliest.

Thanking you.

Yours sincerely,

Rahul Kumar

Class 5 – B

Letter to the Municipal Corporation About Garbage Issue

25, Gandhi Nagar

Chennai – 600021

15 February 2026

To

The Municipal Officer

Municipal Corporation

Chennai – 600003

Subject: Complaint regarding uncleared garbage

Dear Sir/Madam,

I would like to inform you that garbage has not been cleared in our area, Gandhi Nagar, for the past ten days. The waste is piling up and causing a bad smell.

This may lead to health problems for residents. I kindly request you to take immediate action and arrange for regular garbage collection.

Thanking you.

Yours faithfully,

Ananya R

Contact No: 9XXXXXXXXX

Letter to the Librarian Requesting a Library Card

18, Lake View Colony

Chennai – 600030

20 February 2026

To

The Librarian

City Central Library

Chennai – 600005

Subject: Request for issuing a library card

Dear Sir/Madam,

I wish to become a member of the City Central Library. I am very interested in reading books and improving my knowledge.

Kindly issue me a library card. I am ready to complete the required formalities.

Thanking you.

Yours sincerely,

Meena S

Letter to Electricity Board About Power Cuts

34, Anna Street
Chennai – 600050
25 February 2026

To
The Assistant Engineer
Electricity Board
Chennai – 600012

Subject: Complaint regarding frequent power cuts

Dear Sir/Madam,

I would like to inform you that our area has been facing frequent power cuts for the past week. The electricity goes off several times a day without notice.

This causes inconvenience to students and working people. I kindly request you to look into the matter and solve the problem at the earliest.

Thanking you.

Yours faithfully,
Karthik M

Letter to Headmaster Requesting Permission for Tree Plantation Program

45, Green Park
Chennai – 600041
28 February 2026

To
The Headmaster
XYZ Public School
Chennai – 600045

Subject: Request for permission to conduct Tree Plantation Program

Dear Sir,

I would like to request permission to organize a Tree Plantation Program in our school on 10 March 2026. The program will help students understand the importance of protecting the environment.

We plan to plant saplings in the school campus under the guidance of teachers.
Kindly grant us permission to conduct this program.

Thanking you.

Yours sincerely,

Priya N

Class 5 – A

Letter to the School Librarian Requesting Display of Subject Books

27, M.G. Road
Chennai – 600028
5 March 2026

To

The Librarian
ABC Public School
Chennai – 600030

Subject: Request to display subject books at the front of the library

Dear Sir/Madam,

I would like to request you to kindly display books on Chemistry, Mathematics, Home Science, Geography, and English at the front section of the library.

These subjects are very important for students, and keeping the books in a visible place will encourage more students to read and refer to them. It will also make it easier for students to find useful study materials.

I kindly request you to consider this suggestion.

Thanking you.

Yours sincerely,

Rohit Sharma

Class 5 – B