

## Class 5 English

### Formal Letter Writing

#### Write formal letters for the following situations:

1. Write a letter to your Principal requesting permission to organize a class picnic.
2. Write a letter to the Postmaster complaining about delayed delivery of letters.
3. Write a letter to your teacher thanking him/her for guidance in a competition.
4. Write a letter to a stationery shop enquiring about prices of notebooks.
5. Write a letter to your Principal asking for extra classes in Maths.
6. Write a letter to the Municipal Corporation requesting repair of street lights in your area.
7. Write a letter to your Principal requesting him to grant you leave on account of your sister's marriage.
8. You want to join the educational trip to Udaipur. Write an application to your Principal requesting him to include your name in the list.
9. Write an apology letter to the Vice-Principal of your school for reporting to school very late after the assembly.
10. Writing to the school librarian or principal to request new or additional books for the library.
11. Writing a letter to the school authorities about issues like broken benches, unclean classrooms, or playground problems.
12. Writing a formal invitation letter to a guest or a parent for a school function or cultural event.
13. Writing a letter to thank the teacher or principal for organizing a school trip or event.
14. Writing to the school authorities requesting financial help or scholarship.
15. Writing a letter to the principal requesting a transfer certificate if the student is moving to another school.
16. Write a letter to request permission to enter the inter-school speech competition.

17. Write a letter to your class teacher explaining absence after visiting hometown
18. Write a letter to your Principal to request a New ID Card.
19. Write a letter to the Bank Manager requesting to open a savings account.
20. Write a letter to the School Principal requesting permission to conduct a Science Exhibition.

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