FORMAL LETTER WRITING

Class 6 CBSE English

Name: _____ Section: _____ Date: _____

Instructions

- Follow the correct format: sender's address, date, receiver's address, subject, salutation, body, closing and signature.
- Use a polite and respectful tone. Do not use short forms such as "can't" or "don't", and avoid slang.
- Cover every point given under the question. Add small details (dates, numbers, reasons) to make the letter convincing.
- Write in 120–150 words (the address and subject line are not counted). Check the model answers only after you have finished.

Quick Format Guide

Part of the letter	What to write
Sender's address	Top left. Your class and school (or your home address) with the city and PIN code.
Date	Below the sender's address, e.g. 10 November 2026.
Receiver's address	The person's designation, office and address, e.g. The Principal, Greenfield Public School.
Subject line	One short line stating the purpose. It begins with "Subject:".
Salutation	Respected Madam/Sir (Principal, teachers) or Sir/Madam (editor, officials).
Body	Para 1: the reason for writing. Para 2: details. Para 3: your request and thanks.
Complimentary close	Yours obediently (to the Principal) or Yours faithfully (to others), followed by a comma.
Signature	Your name, class and roll number below the closing.

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Section A: Write the Letters

Q1. Request for Medical Leave and a Re-test

You are Aarav Sharma of Class VI-B, Roll No. 14, Greenfield Public School, Dwarka. You have viral fever and your doctor has advised complete rest for four days (3–6 November 2026). Because of this, you will miss the English Unit Test on 5 November. Write a letter to the Principal.

Points to cover:

- State the reason and the exact dates of absence
- Mention that the medical certificate is enclosed
- Request permission to take the missed test later

Write in 120–150 words in your notebook.

Q2. Permission to Organise a Book Fair

You are Ishita Verma, Secretary of the Reading Club of Class VI-A, Greenfield Public School. The club wishes to hold a three-day Book Fair in the school hall from 18 to 20 November 2026. Write to the Principal seeking permission and the support you need.

Points to cover:

- Purpose and dates of the fair
- Two or more planned activities (publisher stalls, a book-swap corner)
- Support needed: the hall, an announcement in assembly, two supervising teachers
- An assurance of discipline and a polite close

Write in 120–150 words in your notebook.

Q3. Complaint about Poor Classroom Facilities

You are Kabir Malhotra of Class VI-C. For the past two weeks, your second-floor classroom has had two broken benches, three flickering tube lights and cracked window panes that let in dust. A complaint to the class teacher on 26 October brought no result. Write a letter to the Principal.

Points to cover:

- State each problem clearly, with numbers
- Explain how it affects studies and health
- Mention the earlier complaint
- Request repair by a fixed date

Write in 120–150 words in your notebook.

Q4. Holding an Inter-Class Science Exhibition

You are Mehak Arora of Class VI-A, a member of the Science Club. Your Science teacher, Mrs. Rekha Nair, has agreed to guide the club. Write to the Principal requesting permission to hold an inter-class Science Exhibition on 27 November 2026 and to use the laboratory after school to prepare the models.

Points to cover:

- Purpose and proposed date
- Working models planned (water filter, solar cooker, volcano)
- Lab use from 2:30 to 3:30 pm for one week under teacher supervision
- A small grant for material

Write in 120–150 words in your notebook.

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Q5. Garbage Dumped on a Vacant Plot

You are Riya Khanna, a resident of Shanti Apartments, Sector 21, Dwarka. Garbage has been piling up on the vacant plot opposite your colony for almost a month. Write a letter to the Editor of The Daily Chronicle, bringing the problem to the notice of the authorities.

Points to cover:

- Location and duration of the problem
- Health risks: foul smell, flies, stray animals
- An appeal to the municipal authorities with two suggestions
- A request to publish the letter

Write in 120–150 words in your notebook.

Q6. Loudspeaker Noise during Examinations

You are Dev Saxena of Class VI-B. Loudspeakers at weddings and processions in your neighbourhood play loud music until midnight, while the half-yearly examinations begin on 1 December 2026. Write to the Editor of The Daily Chronicle about the problem.

Points to cover:

- Describe the problem and when it happens
- Its effect on students, elderly people and patients
- Mention the rule against loudspeakers after 10 pm
- Appeal to the authorities with two suggestions

Write in 120–150 words in your notebook.

Q7. Extending the Book-Issue Period and Adding New Books

You are Sana Qureshi of Class VI-D. The winter break will run from 1 to 15 January 2027, and the library allows only one book per student. Write to the Librarian requesting permission to take three books during the break, and suggest that the library buy new adventure and science books.

Points to cover:

- Request for three books for the break, with the reason
- Suggest two types of new books, with an example
- Promise to take care of the books and return them on time

Write in 120–150 words in your notebook.

Q8. Irregular Water Supply

You are Mrinal Gupta, a resident of Shanti Apartments, Sector 21, Dwarka. For ten days, water has come for only thirty minutes each morning, at low pressure, and it looks muddy. Write to the Executive Engineer, Delhi Jal Board, Dwarka Zone.

Points to cover:

- Duration and nature of the problem (timing, pressure, muddy water)
- Effect on families, school children and elders
- Request for immediate action and regular supply
- Request to check the pipeline and test the water

Write in 120–150 words in your notebook.

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Q9. Extending the School Bus Route

You are Tanvi Bose of Class VI-E and travel by School Bus No. 7. Twelve students from Shanti Apartments walk nearly two kilometres to the bus stop near Sector 19 Market, leaving home at 6:15 am. Write to the Principal requesting that the bus route be extended to your colony gate.

Points to cover:

- Number of students affected and the distance
- Safety concerns (fog, morning traffic)
- The exact change you are suggesting
- Mention the enclosed list of students

Write in 120–150 words in your notebook.

Q10. New Sports Equipment for a Tournament

You are Yuvraj Singh, Sports Captain of Class VI. The school will take part in the Inter-School Football and Athletics Meet on 14 December 2026. The two footballs are worn out, and there are only four skipping ropes for nearly forty students. Write to the Principal.

Points to cover:

- Mention the tournament and its date
- List the equipment needed (three footballs, ten skipping ropes, cones, a first-aid kit)
- Describe the condition of the present equipment
- Request an extra practice period

Write in 120–150 words in your notebook.

Q11. Need for a Children's Park

You are Naman Joshi, a resident of Shanti Apartments, Sector 21, Dwarka. Children in your colony play cricket on the main road because there is no park. Last week, a boy was injured by a speeding scooter. A half-acre municipal plot lies unused near the community hall. Write to the Editor of The Daily Chronicle.

Points to cover:

- Present situation and the recent accident
- Benefits of a park for children and senior citizens
- Suggest using the vacant plot, with facilities
- Appeal to the authorities

Write in 120–150 words in your notebook.

Q12. Duplicate School Identity Card

You are Anaya Kapoor of Class VI-A (Admission No. 2318). You lost your school identity card on 7 November 2026, probably while returning home. You searched your bag, the bus and the playground, and informed your class teacher, Mr. Anil Dutta. Write to the Principal requesting a duplicate card.

Points to cover:

- Details: the card, admission number, date and probable place of loss
- Steps already taken
- Request for a duplicate and offer to pay the fee
- Assurance of care in future

Write in 120–150 words in your notebook.

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Q13. Delayed Speed Post Parcel

You are Parth Iyer. Your uncle sent a science project kit by Speed Post from Pune on 28 October 2026 (Article No. EE123456789IN). It should have arrived in four days. Online tracking has shown "Item arrived at Delivery Office" since 2 November, but nothing has been delivered. Your project is due at school on 20 November. Write to the Postmaster.

Points to cover:

- Article details: number, sender, date, place of booking
- The delay and the tracking status
- Why the parcel is urgent
- Request for an inquiry and early delivery

Write in 120–150 words in your notebook.

Q14. Waste Segregation in School

You are Zoya Ahmed of Class VI-C, a member of the Eco Club. In your school, food waste, paper and plastic wrappers are thrown into the same dustbins in classrooms and the canteen. Write to the Principal suggesting a waste-segregation plan.

Points to cover:

- The present problem you have observed
- Your suggestion: coloured bins and a compost pit
- How students will help (eco-monitors)
- Benefits for the school and the environment

Write in 120–150 words in your notebook.

Q15. Menace of Stray Dogs near the School

You are Arjun Menon of Class VI-B. About eight stray dogs gather near your school gate every day. They have chased students, and two students were bitten last month. Write a letter to the Editor of The Daily Chronicle.

Points to cover:

- Location and number of dogs
- Incidents and the fear among students
- Humane suggestions: vaccination, sterilisation, help from animal welfare groups
- A request to publish the letter

Write in 120–150 words in your notebook.

Q16. Frequent Power Cuts

You are Vivaan Rao, a resident of Shanti Apartments. For one week, electricity has gone off for three to four hours (6 pm to 10 pm) every evening. The half-yearly examinations begin on 1 December 2026. Write to the Manager of the Electricity Distribution Office, Sector 21, Dwarka.

Points to cover:

- Duration and timing of the cuts
- Effect on students and on elderly residents who use medical equipment
- Request to find the cause and repair the fault
- Request for advance notice of maintenance work

Write in 120–150 words in your notebook.

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Q17. Request for a Front-Row Seat

You are Siya Bhatia of Class VI-D. You sit in the last row and cannot read the board clearly. An eye specialist has advised you to wear glasses, which will be ready only next week, and to sit in one of the first two rows. Write to the Principal.

Points to cover:

- Your present seat and the problem it causes
- The eye specialist's advice (note enclosed)
- Request to be moved to the front row
- A polite close

Write in 120–150 words in your notebook.

Q18. Invitation to a Chief Guest

You are Aditya Nair, Cultural Secretary of Class VI. On behalf of the school, invite the children's author Dr. Meera Kapoor (14, Rose Avenue, Vasant Vihar, New Delhi – 110057) to be the Chief Guest at the Annual Day on Saturday, 12 December 2026, at 10:30 am in the school auditorium. The programme includes a dance, a play and prize distribution, and ends by 1 pm.

Points to cover:

- A formal invitation with the event details
- Why you have chosen her
- What she is requested to do
- Offer of transport and a request for confirmation

Write in 120–150 words in your notebook.

Q19. Wrong Books Delivered

You are Ananya Pillai. On 1 November 2026, you paid ₹740 online (Order No. PT/2041) to the Page Turner Book Store, Sector 12 Market, Dwarka, New Delhi – 110078, for the Class VI English textbook and five notebooks. On 5 November you received the Class VII textbook, and two notebooks had torn pages. You phoned the shop on 6 November, but nobody replied. Write to the Manager.

Points to cover:

- Order number, date and amount
- What you ordered and what you received
- Mention your phone call and the lack of response
- Demand a replacement within seven days or a refund

Write in 120–150 words in your notebook.

Q20. Bag Left on the School Bus

You are Rohit Pandey of Class VI-B. On 10 November 2026, you left your blue school bag (yellow zip, your name on the front pocket) on School Bus No. 7 during the afternoon trip. It has three notebooks, a geometry box, a steel water bottle and a library book due on 20 November. You sat on the third seat on the left. Write to the Transport In-charge.

Points to cover:

- Date, bus number and seat
- A description of the bag and its contents
- Request to search the bus and the lost-and-found box
- Ask them to inform your class teacher if it is found

Write in 120–150 words in your notebook.

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Q21. Yoga and Eye Check-up Camp

You are Kavya Rastogi of Class VI-C, a member of the Health Club. Request the Principal to permit a Yoga and Eye Check-up Camp on Saturday, 21 November 2026, for Classes VI to VIII. The PE teacher, Mr. Sandeep Chauhan, will conduct a 45-minute yoga session, and Sunrise Eye Care Centre has offered free eye check-ups.

Points to cover:

- Purpose, date and the classes involved
- Who will conduct the yoga and the check-up
- Why such a camp is needed
- Request for the ground, the room, the timings and a notice to parents

Write in 120–150 words in your notebook.

Q22. Road Safety near the School Gate

You are Samar Dutta of Class VI-D. There is no zebra crossing, speed breaker or signboard on the road in front of your school gate, and vehicles speed at 8 am and 2 pm. Last week, a Class V student narrowly escaped being hit by a car. Write to the Traffic Inspector, Traffic Police Office, Dwarka.

Points to cover:

- Describe the road and the peak hours
- Mention the near-accident
- Suggest a zebra crossing, speed breakers, a ‘School Zone’ signboard and a traffic constable
- Request urgent action

Write in 120–150 words in your notebook.

Q23. Mosquito Breeding and the Risk of Dengue

You are Diya Chopra, a resident of Shanti Apartments. Rainwater has been standing in a large pit near the colony gate for three weeks, and mosquitoes are breeding in it. Five residents, including two children, have fallen ill with fever, and one case is suspected to be dengue. Write to the Medical Officer of Health, Municipal Corporation of Delhi, Dwarka Zone.

Points to cover:

- Location of the stagnant water and its duration
- Mosquito breeding and the cases of illness
- Request to drain and fill the pit and to arrange fogging
- Suggest an awareness drive

Write in 120–150 words in your notebook.

Q24. Starting a Class Magazine

You are Neha Sinha of Class VI-A. Your class wants to bring out a termly magazine called ‘Little Voices’, with an editorial board of eight students guided by the English teacher, Ms. Alka Jain. The first issue is planned for 15 December 2026. Write to the Principal requesting permission and a grant of ₹2,000 to print forty copies.

Points to cover:

- Name and purpose of the magazine
- Content: stories, poems, drawings, reviews, interviews, puzzles
- The editorial board and the teacher-mentor
- Request for the grant and for a notice-board display

Write in 120–150 words in your notebook.

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Q25. Educational Excursion to the National Museum

You are Ayaan Khan, Class Representative of Class VI-A. Write to the Principal requesting permission for an educational trip to the National Museum, Janpath, New Delhi, on Friday, 4 December 2026. About 120 students from four sections and six teachers will go in school buses (8:30 am to 3 pm). The cost is ₹350 per student, and the trip is linked to the History chapter on early civilisations.

Points to cover:

- Destination, date and its link to the syllabus
- Number of students and teachers; transport and timings
- Cost per student and the consent slips
- Safety arrangements and a request for approval

Write in 120–150 words in your notebook.

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Section B: Answer Key (Model Letters)

For teachers and parents. Each model letter is about 120–150 words in the body. Answers may vary, so award marks for any correct, well-organised letter that covers the given points.

Marking Scheme (5 marks per letter)

Criterion	Marks	What to look for
Format	1	All parts present and in the correct order, with the right salutation and closing.
Content	2	All the given points covered with relevant details, in logical paragraphs.
Expression	1	Polite tone, correct sentence structure and suitable vocabulary.
Accuracy	1	Correct spelling, punctuation and grammar.

Model Answer 1. Request for Medical Leave and a Re-test

Class VI-B
Greenfield Public School
Sector 21, Dwarka
New Delhi – 110075

3 November 2026

The Principal
Greenfield Public School
Sector 21, Dwarka
New Delhi – 110075

Subject: Request for four days' medical leave and permission to reappear for the Unit Test

Respected Madam,

I beg to state that I have been suffering from viral fever since 2 November 2026, and my family doctor has advised me complete rest for four days, from 3 November to 6 November 2026. The medical certificate is enclosed for your kind perusal.

As a result, I shall not be able to attend school on these days. I shall also miss the English Unit Test scheduled for 5 November. I, therefore, request you to grant me leave for four days and permit me to appear for the test after I recover.

I shall be grateful for your kind consideration.

Yours obediently,
Aarav Sharma
Class VI-B, Roll No. 14

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Model Answer 2. Permission to Organise a Book Fair

Class VI-A
Greenfield Public School
Sector 21, Dwarka
New Delhi – 110075

5 November 2026

The Principal
Greenfield Public School
Sector 21, Dwarka
New Delhi – 110075

Subject: Request for permission to organise a Book Fair from 18 to 20 November 2026

Respected Madam,

On behalf of the Reading Club of Class VI, I respectfully request your permission to organise a three-day Book Fair in the school hall from 18 to 20 November 2026. We believe that such a fair will inspire students to read beyond their textbooks.

The fair will have stalls of two reputed publishers and a ‘Book Swap’ corner where students can exchange their old story books. We also plan a short storytelling session on the last day. We request you to allow us the use of the hall, to announce the event in the morning assembly and to depute two teachers to supervise the visitors.

We assure you that the club members will maintain discipline and leave the hall clean. We shall be grateful for your kind approval.

Yours obediently,
Ishita Verma
Secretary, Reading Club, Class VI-A

Model Answer 3. Complaint about Poor Classroom Facilities

Class VI-C
Greenfield Public School
Sector 21, Dwarka
New Delhi – 110075

9 November 2026

The Principal
Greenfield Public School
Sector 21, Dwarka
New Delhi – 110075

Subject: Complaint regarding the poor condition of Classroom VI-C

Respected Madam,

I am writing to bring to your kind notice the poor condition of our classroom, VI-C, on the second floor. For the past two weeks, two benches have been broken, three tube lights keep flickering and several window panes are cracked.

Because of the flickering lights, many of us strain our eyes while reading from the board. The cracked panes let in dust, which makes students cough and sneeze. Four students are also forced to share benches, which disturbs their writing. We informed our class teacher about this on 26 October, but the repairs have not been done.

I, therefore, request you to kindly order the repair of these items by the end of this week so that we can study in comfort. I shall be highly obliged.

Yours obediently,
Kabir Malhotra
Class VI-C

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Model Answer 4. Holding an Inter-Class Science Exhibition

Class VI-A
Greenfield Public School
Sector 21, Dwarka
New Delhi – 110075

6 November 2026

The Principal
Greenfield Public School
Sector 21, Dwarka
New Delhi – 110075

Subject: Request for permission to hold an inter-class Science Exhibition on 27 November 2026

Respected Madam,

The Science Club of Class VI would like to organise an inter-class Science Exhibition in the school auditorium on 27 November 2026. We feel that the exhibition will help students understand scientific ideas through activity and will encourage curiosity among all classes.

Our members are preparing working models such as a water filter, a solar cooker and a model volcano. To complete them in time, we request permission to use the science laboratory from 2:30 pm to 3:30 pm for one week, under the supervision of our Science teacher, Mrs. Rekha Nair. We also request a small grant of ₹1,500 to buy the required material.

We are confident that the exhibition will bring credit to our school. Kindly grant us permission.

Yours obediently,
Mehak Arora
Class VI-A, Science Club

Model Answer 5. Garbage Dumped on a Vacant Plot

B-14, Shanti Apartments
Sector 21, Dwarka
New Delhi – 110075

10 November 2026

The Editor
The Daily Chronicle
Connaught Place
New Delhi – 110001

Subject: Garbage dumped on the vacant plot near Shanti Apartments, Sector 21, Dwarka

Sir/Madam,

Through the columns of your esteemed newspaper, I wish to draw the attention of the municipal authorities to the heap of garbage lying on the vacant plot opposite Shanti Apartments, Sector 21, Dwarka. The waste has been piling up for nearly a month.

The foul smell has made it difficult for residents to keep their windows open. Flies and mosquitoes breed in the rotting waste, and stray animals scatter it onto the road. Children who walk to school along this road are at risk of falling ill.

I request the authorities to clear the plot at the earliest and to place covered dustbins nearby with daily collection. A fine on those who dump waste openly would also help. I shall be grateful if you kindly publish this letter.

Yours faithfully,
Riya Khanna
Resident, Shanti Apartments

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Model Answer 6. Loudspeaker Noise during Examinations

B-14, Shanti Apartments
Sector 21, Dwarka
New Delhi – 110075

12 November 2026

The Editor
The Daily Chronicle
Connaught Place
New Delhi – 110001

Subject: Noise pollution caused by loudspeakers during the examination season

Sir/Madam,

I would like to draw the attention of the authorities, through your newspaper, to the problem of noise created by loudspeakers in our neighbourhood. Almost every evening, loud music is played at weddings and processions until midnight.

The half-yearly examinations begin on 1 December 2026, and students like me are finding it impossible to concentrate on their revision. Elderly people and patients in our colony also cannot sleep. According to the rules, loudspeakers may not be used after 10 pm, yet this rule is openly ignored.

I request the police and the local administration to enforce the rule strictly and to fix a sound limit for such events. Those who organise functions should also be requested to keep the volume low out of consideration for others. Thank you.

Yours faithfully,
Dev Saxena
Class VI-B

Model Answer 7. Extending the Book-Issue Period and Adding New Books

Class VI-D
Greenfield Public School
Sector 21, Dwarka
New Delhi – 110075

8 November 2026

The Librarian
Greenfield Public School
Sector 21, Dwarka
New Delhi – 110075

Subject: Request to issue three books for the winter break and to add new books

Respected Madam,

I am a student of Class VI-D and a regular member of our school library. I am writing to make two requests. Firstly, the winter break will begin on 1 January 2027 and last for two weeks. Since students are allowed to borrow only one book at a time, I request you to permit us to take three books during the break.

Secondly, many of us have finished reading the story books on the shelves. I suggest that the library should buy more adventure stories, such as The Famous Five series, and general science books, so that students of different interests may benefit.

I assure you that we shall take good care of the books and return them on the day school reopens. Thank you for your kind cooperation.

Yours obediently,
Sana Qureshi
Class VI-D

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Model Answer 8. Irregular Water Supply

B-14, Shanti Apartments
Sector 21, Dwarka
New Delhi – 110075

11 November 2026

The Executive Engineer
Delhi Jal Board, Dwarka Zone
New Delhi – 110075

Subject: Irregular and unclean water supply in Sector 21, Dwarka

Sir/Madam,

I am writing on behalf of the residents of Shanti Apartments, Sector 21, Dwarka, to complain about the irregular supply of water in our area. For the last ten days, water has arrived for only thirty minutes every morning, and that too at very low pressure.

What makes the matter more serious is that the water is muddy and has a foul smell. Many families are forced to buy bottled water, and school-going children are getting late in the mornings. Elderly residents are finding it difficult to carry water from the tanker.

I, therefore, request you to look into the matter immediately, have the pipeline checked for leakage and arrange for the testing of the water. I hope that the regular supply of clean water will be restored very soon.

Yours faithfully,
Mrinal Gupta
Resident, Shanti Apartments

Model Answer 9. Extending the School Bus Route

Class VI-E
Greenfield Public School
Sector 21, Dwarka
New Delhi – 110075

7 November 2026

The Principal
Greenfield Public School
Sector 21, Dwarka
New Delhi – 110075

Subject: Request to include Shanti Apartments in the route of School Bus No. 7

Respected Madam,

I am a student of Class VI-E and travel by School Bus No. 7. I wish to request you to extend the route of this bus to include the main gate of Shanti Apartments, Sector 21.

At present, twelve students from our colony have to walk nearly two kilometres to the bus stop near Sector 19 Market, leaving home at 6:15 am. In the winter fog and heavy morning traffic, this is unsafe, especially for younger students. Parents are also worried, and many have to accompany their children.

If the bus is allowed to stop at our gate, it will add only five minutes to the route. I am enclosing a list of the twelve students for your reference. I shall be grateful if you kindly consider my request.

Yours obediently,
Tanvi Bose
Class VI-E

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Model Answer 10. New Sports Equipment for a Tournament

Class VI-B
Greenfield Public School
Sector 21, Dwarka
New Delhi – 110075

9 November 2026

The Principal
Greenfield Public School
Sector 21, Dwarka
New Delhi – 110075

Subject: Request for new sports equipment for the Inter-School Meet on 14 December 2026

Respected Madam,

I am the Sports Captain of Class VI, and I write to request you to sanction new sports equipment for our teams. Our school has been invited to the Inter-School Football and Athletics Meet to be held on 14 December 2026, and our players have begun their practice.

Unfortunately, the two footballs we have are worn out and lose air within minutes. There are only four skipping ropes for almost forty students, and we have no cones for marking the track. We, therefore, require three footballs, ten skipping ropes, a set of cones and a first-aid kit.

We also request you to allow an extra practice period on Tuesdays and Thursdays till the meet. With your support, we are confident that our school will perform well. Thanking you,

Yours obediently,
Yuvraj Singh
Sports Captain, Class VI

Model Answer 11. Need for a Children's Park

B-14, Shanti Apartments
Sector 21, Dwarka
New Delhi – 110075

13 November 2026

The Editor
The Daily Chronicle
Connaught Place
New Delhi – 110001

Subject: Need for a children's park in Sector 21, Dwarka

Sir/Madam,

I wish to draw the attention of the municipal authorities, through your newspaper, to the lack of a park for children in Sector 21, Dwarka. Since the colony has no playground, children are forced to play cricket and football on the main road.

Last week, a boy of ten was injured when he was hit by a speeding scooter while chasing a ball. Such accidents can happen any day. Moreover, children who stay indoors with phones and television are missing out on exercise and fresh air.

A vacant municipal plot of about half an acre lies unused near the community hall. I request the authorities to develop it into a park with a safe play area, swings, benches and trees. This would benefit children as well as the senior citizens of the colony. I hope that my appeal will receive their attention.

Yours faithfully,
Naman Joshi
Resident, Shanti Apartments

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Model Answer 12. Duplicate School Identity Card

Class VI-A
Greenfield Public School
Sector 21, Dwarka
New Delhi – 110075

9 November 2026

The Principal
Greenfield Public School
Sector 21, Dwarka
New Delhi – 110075

Subject: Request for the issue of a duplicate school identity card

Respected Madam,

I regret to inform you that I have lost my school identity card (Admission No. 2318) on 7 November 2026. I think it fell out of my bag while I was returning home from school. I searched my bag, the bus and the playground the next morning and informed my class teacher, Mr. Anil Dutta, but the card could not be found.

The card is required for entering the school premises and for issuing library books. I, therefore, request you to kindly issue a duplicate identity card. I am ready to pay the prescribed fee and shall submit a fresh passport-size photograph along with this application.

I assure you that I shall be more careful in future. Thank you for your kind help.

Yours obediently,
Anaya Kapoor
Class VI-A, Admission No. 2318

Model Answer 13. Delayed Speed Post Parcel

B-14, Shanti Apartments
Sector 21, Dwarka
New Delhi – 110075

11 November 2026

The Postmaster
Sector 21 Post Office
Dwarka, New Delhi – 110075

Subject: Non-delivery of Speed Post parcel (Article No. EE123456789IN)

Sir/Madam,

I am writing to complain about the delay in the delivery of a Speed Post parcel addressed to me. The parcel (Article No. EE123456789IN) was booked by my uncle at Pune on 28 October 2026. It was expected to reach us within four days.

The online tracking shows that the parcel arrived at your delivery office on 2 November 2026, but it has not been delivered so far. The parcel contains a science project kit, and I have to submit my project at school on 20 November 2026. Any further delay will make me miss the deadline.

I, therefore, request you to trace the parcel and arrange its delivery at the earliest. If our house is difficult to locate, you may contact my father on the mobile number given in the booking receipt. I shall be thankful for your help.

Yours faithfully,
Parth Iyer
B-14, Shanti Apartments

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Model Answer 14. Waste Segregation in School

Class VI-C
Greenfield Public School
Sector 21, Dwarka
New Delhi – 110075

12 November 2026

The Principal
Greenfield Public School
Sector 21, Dwarka
New Delhi – 110075

Subject: Suggestion to introduce waste segregation in the school

Respected Madam,

I am writing as a member of the Eco Club of Class VI to suggest a plan for managing waste in our school. At present, food waste, paper and plastic wrappers are thrown into the same dustbins in the classrooms and the canteen, and all of it is carried away together to the landfill.

I suggest that every classroom and the canteen be provided with two bins: green for wet waste and blue for dry waste. The wet waste can be turned into compost for our school garden in a small compost pit. The Eco Club will appoint class monitors as ‘eco-monitors’ to guide classmates and keep a check on the bins.

Such a step will keep the school clean, reduce the waste going to the landfill and teach students responsible habits. I hope you will kindly consider this proposal.

Yours obediently,
Zoya Ahmed
Class VI-C, Eco Club

Model Answer 15. Menace of Stray Dogs near the School

Class VI-B
Greenfield Public School
Sector 21, Dwarka
New Delhi – 110075

14 November 2026

The Editor
The Daily Chronicle
Connaught Place
New Delhi – 110001

Subject: Menace of stray dogs near Greenfield Public School, Dwarka

Sir/Madam,

Through your newspaper, I wish to bring to the notice of the municipal authorities the growing menace of stray dogs near Greenfield Public School, Sector 21, Dwarka. About eight dogs gather near the school gate every morning and afternoon.

The dogs bark at and chase students who are coming to school or waiting for their buses. Last month, two students were bitten and had to take anti-rabies injections. Many younger children are now afraid to walk to the gate alone.

I request the authorities to have these dogs vaccinated and sterilised with the help of an animal welfare organisation, and to take suitable steps to keep the area outside the school safe for students. In this way, children will be protected, and the animals will also be treated with kindness. I hope you will publish my letter.

Yours faithfully,
Arjun Menon
Class VI-B, Greenfield Public School

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Model Answer 16. Frequent Power Cuts

B-14, Shanti Apartments
Sector 21, Dwarka
New Delhi – 110075

15 November 2026

The Manager
Electricity Distribution Office, Sector 21
Dwarka, New Delhi – 110075

Subject: Frequent power cuts in Sector 21, Dwarka

Sir/Madam,

I am a student of Class VI, and I am writing on behalf of the residents of Shanti Apartments, Sector 21, Dwarka, to complain about frequent power cuts in our area. For the past one week, electricity has been going off for three to four hours every evening, between 6 pm and 10 pm.

Our half-yearly examinations begin on 1 December 2026, and students are unable to study in the dark. Some elderly residents who use medical equipment such as nebulisers are also facing difficulty. The inverters in many houses cannot bear such long cuts.

I request you to find out the cause of these cuts and repair the fault at the earliest. If any maintenance work is planned, residents should be informed in advance. I hope you will kindly take immediate action.

Yours faithfully,
Vivaan Rao
Resident, Shanti Apartments

Model Answer 17. Request for a Front-Row Seat

Class VI-D
Greenfield Public School
Sector 21, Dwarka
New Delhi – 110075

10 November 2026

The Principal
Greenfield Public School
Sector 21, Dwarka
New Delhi – 110075

Subject: Request for a change of seat on medical grounds

Respected Madam,

I am a student of Class VI-D. I wish to request you to allow me to change my seat in the classroom. At present, I am seated in the last row, and I find it very difficult to read what is written on the board.

Recently, I got my eyes tested, and the eye specialist has advised me to wear glasses and to sit in one of the first two rows. His note is enclosed with this letter. My glasses will be ready only next week, and till then my notes have remained incomplete because I cannot follow some lessons.

I, therefore, request you to instruct my class teacher to shift me to a seat in the front row. I shall be extremely thankful for your kindness.

Yours obediently,
Siya Bhatia
Class VI-D

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Model Answer 18. Invitation to a Chief Guest

Class VI-A
Greenfield Public School
Sector 21, Dwarka
New Delhi – 110075

15 November 2026

Dr. Meera Kapoor
Children's Author
14, Rose Avenue, Vasant Vihar
New Delhi – 110057

Subject: Invitation to be the Chief Guest at the Annual Day on 12 December 2026

Respected Madam,

On behalf of the students and teachers of Greenfield Public School, I have great pleasure in inviting you to be the Chief Guest at our Annual Day celebration, which will be held on Saturday, 12 December 2026, at 10:30 am in the school auditorium.

Your books have been loved by children across the country, and many of our students have grown up reading your stories. It would be a great honour for us if you could inspire us with a few words and distribute the prizes to the achievers of the year. The programme will include a dance, a short play and the prize distribution, and it will end by 1 pm.

We shall be happy to arrange a car to bring you to the school if you wish. We would be grateful if you could confirm your presence at your earliest convenience.

Yours sincerely,
Aditya Nair
Cultural Secretary, Class VI

Model Answer 19. Wrong Books Delivered

B-14, Shanti Apartments
Sector 21, Dwarka
New Delhi – 110075

9 November 2026

The Manager
Page Turner Book Store
Sector 12 Market, Dwarka
New Delhi – 110078

Subject: Complaint regarding wrong and damaged goods delivered against Order No. PT/2041

Sir/Madam,

I am writing to complain about the books that were delivered to me against my order No. PT/2041, placed on 1 November 2026. I had paid ₹740 online for the English textbook for Class VI and a pack of five notebooks.

When the parcel arrived on 5 November, I found that the textbook was of Class VII and two of the notebooks had torn pages. I called your shop on 6 November to inform you of the mistake, but nobody has contacted me so far. As the unit tests are approaching, I cannot study without the correct book.

I, therefore, request you to replace the textbook and the damaged notebooks within seven days. If this is not possible, kindly refund the amount. I am keeping the original packing and the bill safe for your reference.

Yours faithfully,
Ananya Pillai
B-14, Shanti Apartments

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Model Answer 20. Bag Left on the School Bus

Class VI-B
Greenfield Public School
Sector 21, Dwarka
New Delhi – 110075

10 November 2026

The Transport In-charge
Greenfield Public School
Sector 21, Dwarka
New Delhi – 110075

Subject: Request to trace a school bag left on School Bus No. 7

Respected Sir,

I am a student of Class VI-B and I travel by School Bus No. 7. I am writing to inform you that I left my school bag on the bus on 10 November 2026 during the afternoon return trip. I realised this only when I reached home.

The bag is blue with a yellow zip and has my name, Rohit Pandey, written on the front pocket. It contains three notebooks, a geometry box, a steel water bottle and a library book that is due to be returned on 20 November. I was sitting on the third seat on the left.

I request you to kindly ask the bus attendant to search the bus and the lost-and-found box and to inform my class teacher if the bag is found. I shall be very thankful for your help.

Yours obediently,
Rohit Pandey
Class VI-B

Model Answer 21. Yoga and Eye Check-up Camp

Class VI-C
Greenfield Public School
Sector 21, Dwarka
New Delhi – 110075

13 November 2026

The Principal
Greenfield Public School
Sector 21, Dwarka
New Delhi – 110075

Subject: Request for permission to organise a Yoga and Eye Check-up Camp on 21 November 2026

Respected Madam,

The Health Club of our school would like to organise a one-day Yoga and Eye Check-up Camp on Saturday, 21 November 2026, for the students of Classes VI to VIII. We request your kind permission to hold this camp.

Our Physical Education teacher, Mr. Sandeep Chauhan, has agreed to conduct a yoga session of forty-five minutes in the school ground. Sunrise Eye Care Centre has also offered to examine the eyes of our students free of charge. With students spending long hours on screens, such a camp will help us find vision problems early and teach us simple exercises for good health.

We request you to allow us to use the school ground and the conference room from 9 am to 12 noon and to send a notice to the parents. We shall be grateful for your approval.

Yours obediently,
Kavya Rastogi
Class VI-C, Health Club

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Model Answer 22. Road Safety near the School Gate

Class VI-D
Greenfield Public School
Sector 21, Dwarka
New Delhi – 110075

16 November 2026

The Traffic Inspector
Traffic Police Office, Dwarka
New Delhi – 110075

Subject: Request for road-safety measures outside Greenfield Public School

Respected Sir,

I am writing to request you to improve road safety near Greenfield Public School, Sector 21, Dwarka. More than six hundred students cross the road in front of the school gate every day, but there is no zebra crossing, speed breaker or signboard to warn drivers.

Vehicles move at a high speed, especially at 8 am and 2 pm, when the school opens and closes. Last week, a student of Class V narrowly escaped being hit by a speeding car. Such incidents may lead to a serious accident if immediate steps are not taken.

I request you to arrange a zebra crossing, two speed breakers and a ‘School Zone’ signboard near the gate and to depute a traffic constable at these peak hours. I hope you will consider this matter urgently.

Yours faithfully,
Samar Dutta
Class VI-D

Model Answer 23. Mosquito Breeding and the Risk of Dengue

B-14, Shanti Apartments
Sector 21, Dwarka
New Delhi – 110075

17 November 2026

The Medical Officer of Health
Municipal Corporation of Delhi, Dwarka Zone
New Delhi – 110075

Subject: Stagnant water and the threat of dengue in Sector 21, Dwarka

Sir/Madam,

I wish to bring to your notice a serious health risk in our colony, Shanti Apartments, Sector 21, Dwarka. Rainwater has been standing in a large pit near the colony gate for the last three weeks, and mosquitoes are breeding in it in large numbers.

Since last week, five residents, including two children, have fallen ill with fever, and the doctor has suspected dengue in one case. If the water is not removed soon, more people may fall sick.

I, therefore, request you to get the pit drained and filled with soil and to arrange fogging in the colony at the earliest. The distribution of pamphlets on preventing dengue would also help residents stay alert. I shall be grateful for your quick action.

Yours faithfully,
Diya Chopra
Resident, Shanti Apartments

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Model Answer 24. Starting a Class Magazine

Class VI-A
Greenfield Public School
Sector 21, Dwarka
New Delhi – 110075

14 November 2026

The Principal
Greenfield Public School
Sector 21, Dwarka
New Delhi – 110075

Subject: Request for permission to start a termly class magazine, ‘Little Voices’

Respected Madam,

We, the students of Class VI, wish to bring out a termly magazine named ‘Little Voices’ and request your kind permission to do so. We feel that a magazine will give students a platform to share their ideas and develop their creative skills.

The magazine will include stories, poems, drawings, book reviews, interviews with teachers and puzzles written by students of Classes VI to VIII. An editorial board of eight students will collect and edit the articles under the guidance of our English teacher, Ms. Alka Jain, who has agreed to be the mentor.

We plan to release the first issue on 15 December 2026. For this, we request a small grant of ₹2,000 for printing forty copies and permission to display a copy on the notice board. We shall be most grateful for your support.

Yours obediently,
Neha Sinha
Class VI-A, on behalf of Class VI

Model Answer 25. Educational Excursion to the National Museum

Class VI-A
Greenfield Public School
Sector 21, Dwarka
New Delhi – 110075

16 November 2026

The Principal
Greenfield Public School
Sector 21, Dwarka
New Delhi – 110075

Subject: Request for permission to take Class VI on an educational trip to the National Museum on 4 December 2026

Respected Madam,

On behalf of the students of Class VI, I request your permission to take an educational trip to the National Museum, Janpath, New Delhi, on Friday, 4 December 2026. We are studying early civilisations in our History lessons, and the museum’s Harappan gallery will help us understand the chapter better by seeing real objects.

About one hundred and twenty students from the four sections of Class VI, along with six teachers, will take part in the trip. We propose to travel by school buses, leaving at 8:30 am and returning by 3 pm. The cost will be ₹350 per student, covering the entry ticket and lunch, and consent slips will be collected from all the parents.

The teachers will accompany the groups, and a first-aid kit will be carried in each bus. We hope that you will kindly approve the trip.

Yours obediently,
Ayaan Khan
Class Representative, Class VI-A

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