

APPLICATIONS

1. **Write an application to the head of the institute to be the chief guest on the "Sports Day".**

The Principal,

Govt. College,

A. B. C. (City).

Subject: Request for Being the Chief Guest on the "Sports Day"

Sir,

Most respectfully, it is to state that we are going to celebrate (تہوار منانا) a Sports Day in the college. We request you to preside over (صدارت کرنا) the function. Sir, you know that sports are also a part of education. Now, even the government has announced (اعلان کرنا) such activities as co-curricular activities (ہم نصابی سرگرمیاں) instead of extra-curricular activities. It is a famous maxim (قول) that a healthy body has a sound mind. No one can deny (انکار کرنا) the importance (اہمیت) of such activities. Nowadays, our young men are falling prey to (فشار ہو رہے) various (کئی) evils. When they find no positive activity to display (دکھانا) their skills, they get involved (ملوث ہو جاتے ہیں) in evils. Sports provide them with opportunities (مواضع) to demonstrate (اثبات کرنا) their superior (اعلیٰ) qualities in a positive way. Your participation (شرکت) in the ceremony as a chief guest would be an encouragement (حوصلہ افزائی) to the players and the athletes (کھلاڑی). We hope that you will honour us with your presence (شرکت).

Yours obediently,

Dated: April 02, 2024.

X. Y. Z.

2. **Write an application to the principal of your college for sick leave/leave. (Outstanding)**

(نوٹ: یہ درخواست پنجاب ٹیکٹ بک بورڈ کی کتاب "انگلش گرامر اینڈ کمپوزیشن" میں بھی شامل ہے۔)

The Principal,

Govt. College,

A.B.C. (City).

Subject: Request for Sick Leave / Leave

Sir,

Most respectfully, it is stated that I have been ill with fever for the last three days. I expected (توقع تھی) to recover (صحت یاب ہونا) soon, but the fever prolonged (لمبا ہو گیا). Ultimately (بالآخر), I decided to have my medical checkup. I went to a doctor and explained the whole problem (مسئلہ) to him. He asked me to get for blood examination. After the blood examination, I got the reports and proceeded (کی طرف گیا) to my doctor. After reading the reports, he told me that I had caught typhoid. He prescribed (تجویز کیں) medicines and advised me a complete bed rest for two weeks. Therefore, I am unable to attend the classes at least for a fortnight (پندرہ دن). I request you to grant (عطا فرمائیں) me leave for fifteen days i.e from May 10, 2024 to May 24, 2024.

The recommendations (مشورہ) of the doctor and the request for the leave from my parents are attached (لف ہیں). I promise, as soon as I join the class again, I will make utmost

efforts to make up for (طانی کرتا) the missed lessons. My prior academic (پچھلا تعلیمی) record validates (تصدیق کرتا ہے) my diligence (ممت) and dedication (مکین) to studies. I will undoubtedly (بلاشبہ) be utterly (مکمل طور) obliged (ممنون) if you take my application into consideration.

Yours obediently,

Dated: April 02, 2024.

X. Y. Z.

☆..... **Write an application to the principal of your college for sick leave/leave. (Standard)**

(نوٹ: یہ درخواست پنجاب بک بورڈ کی کتاب "انگلش گرامر اینڈ کمپوزیشن" میں بھی شامل ہے۔)

The Principal,

Govt. College,

A. B. C. (City).

Subject: Request for Sick Leave / Leave

Sir,

Most respectfully, it is stated that I have been ill with fever for the last three days. I expected (امید تھی) to recover (صحت یاب) soon, but the fever prolonged (لسا ہو گیا). Ultimately (بالآخر), I went to my doctor for a medical check-up. After a thorough medical check-up, the doctor prescribed (تجویز کیں) some medicines and advised me a complete bed rest for two weeks. Thus, I am unable to attend the classes at least for a fortnight (پندرہ دن). Therefore, I request you to grant (عطا فرمائیں) me leave from May 10, 2024 to May 24, 2024.

The recommendation (سفارش) of the doctor and a request for the leave from my parents are attached. I will undoubtedly (بلاشبہ) be obliged (مکمل طور) if you consider (غور فرمائیں) my application sympathetically (دور دی سے).

Yours obediently,

Dated: April 02, 2024.

X. Y. Z.

3. **Write an application to the principal of your college for the issuance of a character certificate. (Outstanding)**

(نوٹ: یہ درخواست پنجاب بک بورڈ کی کتاب "انگلش گرامر اینڈ کمپوزیشن" میں بھی شامل ہے۔)

The Principal,

Govt. College,

A.B.C. (City).

Subject: Request for the Issuance of Character Certificate

Sir,

Most respectfully, it is stated that I have been a bona fide (ہاتھ) student in this college for the last two years. I passed F.Sc. in first division from this college. Now I want to apply for admission to the medical colleges. I am to apply for admission within due date. The submission (پیش کرتا) of character certificate with the admission form is compulsory (لازم).

Sir, I have been a diligent (مکین) student. I also took an active part in the co-curricular activities (ہم نصابی سرگرمیاں). I was the captain of hockey team of this college. Under my captaincy, the college won the first prizes in hockey in the District Tournament and Inter-Collegiate Tournament. I also won the first prize in the annual debates (مباحثہ) on the topic "Literature and Society". I always played a vital (ہیادی، اہم) role in arranging functions and the annual

games. My performance in games and studies was always outstanding (نمایاں). The certificates of appreciation (تعمیلی اسناد) given by you for the arrangement (ترتیب دینا) of such activities are also attached. It is my humble request that all these qualities and merits of mine may please be mentioned (ذکر کی جائیں) with pride in my character certificate. Sir, I assure (غیر معمولی) you that I will ever endeavour (کوشش کرتا) to uphold (قائم رکھنا) my exceptional (غیر معمولی) performance in future. I only need your blessings and encouragement (حوصلہ افزائی).

Thanking you in advance,

Yours obediently,

Dated: April 02, 2024.

X. Y. Z.

☆..... **Write an application to the principal of your college for the issuance of a character certificate. (Standard)**

(نوٹ: یہ درخواست پنجاب ٹیسٹ بک بورڈ کی کتاب "انگلش گرامر اینڈ کمپوزیشن" میں بھی شامل ہے۔)

The Principal,

Govt. College,

A. B. C. (City).

Subject: Request for the Issuance of Character Certificate

Sir,

Most respectfully, it is stated that I have been a regular student of your college for the last two years. I passed F.Sc. in first division from this college. Now I want to apply (درخواست دینا) for admission to the medical colleges. Please issue me a character certificate, as the submission (حواگی) of character certificate with the admission form is compulsory (ضروری).

Sir, I have been a diligent (مختی) student. I always participated (حصہ لیا) in the co-curricular activities. I was the captain of hockey team of this college. Under my captaincy (قیادت), the college won the first prize in the District Tournament and Inter Collegiate Tournament. I also won the first prize in the annual debates on the topic "Islam and Democracy". It is my humble (ادنیٰ) request that all these qualities and merits (خوبیاں) of mine should be mentioned (درج کی جائیں) in my character certificate.

Thanking you in advance,

Yours obediently,

Dated: April 02, 2024.

X. Y. Z.

4. **Write an application to the principal of your college for the remission of absence fine / fine. (Outstanding)**

(نوٹ: یہ درخواست پنجاب ٹیسٹ بک بورڈ کی کتاب "انگلش گرامر اینڈ کمپوزیشن" میں بھی شامل ہے۔)

The Principal,

Govt. College,

A.B.C. (City).

Subject: Request for Remission of Absence Fine / Fine

Sir,

Most respectfully, it is to state that recently (حال ہی میں) my teacher has fined me Rs: 50/- for being absent from the class for five consecutive (متواتر) days. It is true that I have

been absent, but it is not my fault (ظلمی). I was gravely (شدید) ill with fever, as the prescription (نسخہ) and the advice of the doctor are attached. Presently, I am living in the college hostel. Last week, I went to my village to see my parents but eventually (انقلاباً) fell ill there. My village is forty miles away from the city. I could not reach college from such a great distance. I consulted (مشورہ لیا) the village dispenser and got the medicine but the fever prolonged (لبا ہو گیا). In my village, there was no one to take my application to college. I posted the application to you after two days but it was delivered (پہنچائی گئی) late due to the inefficiency (نااہلی) of the post office.

After five days, though I was still very weak and feeble (کمزور), I made haste (جلدی کی) to reach college. Though still I am taking medicines, I attended the class today. My class teacher was so furious (غصے میں) at my absence that he did not even listen to me and fined me Rs: 50/-. After the school time, I met my teacher and made every thing clear to him. Now, he is satisfied and has recommended (سفارش کی ہے) my application for the remission (معافی) of fine. Sir, I belong to a poor family. My father cannot afford (برداشت کرنا) the expenses (اخراجات) of my education. It is my uncle who supports me financially (مالی طور پر). I can hardly meet the expenses of hostel. Hence I cannot pay the fine. Therefore, it is requested that my fine may kindly be remitted (معاف کیا جائے). If you take my application into your kind and sympathetic (مہربانہ) consideration (غور), I would certainly be obliged (ممنون) a lot.

Thanking you in advance,

Yours obediently,

X. Y. Z.

Dated: April 02, 2024.

☆..... **Write an application to the principal of your college for the remission (معافی) of absence fine / fine. (Standard)**

(نوٹ: یہ درخواست پنجاب ایکٹ یک پورڈ کی کتاب "انگلش گرامر اینڈ کمپوزیشن" میں بھی شامل ہے۔)

The Principal,

Govt. College,

A. B. C. (City).

Subject: Request for Remission of Absence Fine / Fine

Sir,

Most respectfully, it is stated that recently (حال ہی میں) my teacher has fined me Rs: 50/- for being absent from the class for five days continuously (مستمر). It is true that I have been absent but it is not my fault (ظلمی). I was ill with fever. In proof of my claim, a medical certificate is attached. I live in a village forty miles away from the city. I posted an application (درخواست) to you but it was delivered (تسليم کی گئی) late due to the inefficiency (نااہلی) of the post office.

Though still I am taking medicine, I attended the class today. My class teacher was too angry to listen to me. He fined me Rs: 50/-. After the college time, I met my teacher and made every thing clear to him. Now he is satisfied (مطمئن ہو گئے) and has accepted my excuse (مذرت). He has recommended (سفارش کی ہے) the remission (معافی) of fine. Sir, I belong to a poor family. I cannot pay the fine. It is humbly requested that the fine may kindly be

remitted (معاذ کیا جائے). Your kind and sympathetic (مہربانہ) consideration (غور) in this regard will certainly oblige (مفکور کر دے گی) me a lot.

Thanking you in advance,

Yours obediently,

Dated: April 02, 2024.

X. Y. Z.

5. **Write an application to the principal for full fee concession. (Standard)**

(نوٹ: یہ درخواست پنجاب پبلک بورڈ کی کتاب "انگلش گرامر اینڈ کمپوزیشن" میں بھی شامل ہے۔)

The Principal,

Govt. College,

A.B.C. (City).

Subject: Request for Full Fee Concession

Sir,

With utmost reverence (احترام), I beg to state that I belong to a poor family. We are eight brothers and sisters and I am the eldest one. My father is a clerk in the District Accounts Office (A.B.C.). He earns too small a pay to bear the expenses of our education. This year, I passed the matriculation (میٹرک) examination with distinction (امتياز) securing 92% marks. I am a studious (مختی) and assiduous (مستقل مزاج) student. I assure you that I will show you an excellent result if your kind co-operation enables (قابل بناتا) me to get admission to your college. I must pay my admission fee by tomorrow but I admit that I have not yet made any arrangements (انتظامات) for it. I request you to grant me full fee concession so that I may get admission and continue my studies. Surely, you would oblige (ممنون بناتا) me a lot if you grant me full fee concession. Please consider my application sympathetically (مہربانہ طور پر) and kindly.

Yours obediently,

Dated: April 02, 2024.

X. Y. Z.

☆..... **Write an application to the principal for full fee concession. (Easy)**

(نوٹ: یہ درخواست پنجاب پبلک بورڈ کی کتاب "انگلش گرامر اینڈ کمپوزیشن" میں بھی شامل ہے۔)

The Principal,

Govt. College,

A.B.C. (City).

Subject: Request for Full Fee Concession

Sir,

With respect, I beg to say that I belong to a poor family. We are eight brothers and sisters and I am the eldest. My father is a clerk. He cannot bear the expenses (اخراجات) of my college education. Therefore, I request you to grant me full fee concession (برعایت) so that I may get admission and continue my studies. I hope that you would consider my application sympathetically (مہربانہ طور پر).

Yours obediently,

Dated: April 02, 2024.

X. Y. Z.

6. **Write an application to the principal for the remission of library fine.**

The Principal,
Govt. College,
A. B. C. (City).

Subject: Request for Remission of Library Fine

Honourable Sir,

Respectfully, it is stated that the librarian has fined me Rs: 50/- for being late in returning the library books. Sir, a fortnight ago, I went to my village to see my parents. Unfortunately, my mother fell gravely ill. She was admitted to the hospital. I had to stay there to look after her. I sent you an application for leave. You very kindly granted me the leave. I came to college after a fortnight. I immediately went to the library to return the books. But the librarian told me that I had returned the books ten days late. He asked me to deposit the fine of Rs: 50/-. Sir, I belong to a poor family. I cannot pay the fine. You are requested to remit my fine. In future, I will be careful in returning the books in time.

Thanking you in anticipation,

Yours obediently,

Dated: April 02, 2024.

X. Y. Z.

7. **Write an application to the principal for the refund of library / hostel security.**

The Principal,
Govt. College,
A. B. C. (City).

Subject: Request for the Refund of Library / Hostel Security

Honourable Sir,

Respectfully, it is stated that I have completed my college education. The annual examination is over. I want to go back home. You are requested to refund my library and hostel security. I have paid all the dues of the library and the hostel. The N. O. C. from the concerned office is attached.

Thanking you in anticipation,

Yours obediently,

Dated: April 02, 2024.

X. Y. Z.

8. **Write an application to the principal for financial help from a special fund.**

The Principal,
Govt. College,
A. B. C. (City).

Subject: Request for Financial Help from a Special Fund

Honourable Sir,

Respectfully, it is stated that I belong to a poor family. I have been granted admission to intermediate class in your college. The classes started last week. I tried my best to buy books but could not. My father is too poor to buy me books. You are requested to help me with some money from a special fund so that I may buy the books. Sir, I assure you that I will leave no stone unturned to get good marks in the annual examination. It may be pertinent (مربط) to mention here that I got third position in the matriculation examination

In the Lahore Board. I hope that you will not disappoint me.

Thanking you in anticipation,

Yours obediently,

X. Y. Z.

Dated: April 02, 2024.

9. **Write an application to the principal for re-admission.**

The Principal,

Govt. College,

A. B. C. (City).

Subject: Request for Re-admission

Honourable Sir,

Respectfully, it is stated that I went to my village to see my parents a fortnight ago. Unfortunately, my mother fell seriously ill. She was admitted to the hospital. I had to stay there to look after her. I sent you an application for leave, but unfortunately, the application could not be delivered in time. Only the post office is responsible for this negligence. Consequently, my class teacher has struck me off the college roll. Sir, you are requested to grant me re-admission to the college. I assure you that I will be careful in future.

Thanking you in anticipation,

Yours obediently,

Dated: April 02, 2024.

X. Y. Z.

10. **Write an application to the principal for college leaving certificate. (Standard)**

The Principal,

Govt. College,

A.B.C. (City).

Subject: Request for College Leaving Certificate

Sir,

I have been a student in your college for six months. My father has worked in this city as a superintendent in the Irrigation Department. Recently, he has been transferred to Lahore. He has tried to get his transfer orders cancelled but to no avail. Now my family is shifting to Lahore. I have to go with them. I cannot stay behind alone. Therefore, I cannot carry on my studies in your college. You are requested to issue me a college leaving certificate so that I may get admission to a college there. Your kind consideration will oblige me a lot. I thank you in advance.

Yours obediently,

Dated: April 02, 2024.

X. Y. Z.

☆..... **Write an application to the principal for college leaving certificate. (Easy)**

The Principal,

Govt. College,

A.B.C. (City).

Subject: Request for College Leaving Certificate

Sir,

I have been a student in your college for six months. My father has worked in this city as

a teacher in the Education Department. Now, he has been transferred to Lahore. My family is shifting to Lahore. I have to go with them. I cannot stay behind alone. You are requested to issue me a college leaving certificate. I hope you will oblige me.

Yours obediently,

Dated: April 02, 2024.

X. Y. Z./

11. **Write an application to the principal for the change of a subject.**
(Standard)

The Principal,
Govt. College,
A.B.C. (City).

Subject: Request for the Change of a Subject

Sir,

I am a student of intermediate class in your college. The college offered seven optional subjects at the time of admission. I wanted to take up geography as a subject of my studies. But unfortunately, there was no professor of geography in our college at that time. Therefore, I took up Urdu as one of the optional subjects. But recently, a professor of geography has joined our college. Now I want to take up geography in place of Urdu. It is my favourite subject. I request you to allow me to change the subject. I hope that you would take my application into your kind consideration. I thank you in advance.

Yours obediently,

Dated: April 02, 2024.

X. Y. Z.

☆..... **Write an application to the principal for the change of a subject. (Easy)**

The Principal,
Govt. College,
A.B.C. (City).

Subject: Request for the Change of a Subject

Sir,

I am a student of intermediate class. I took up Urdu as a subject of my studies at the time of admission. But now I want to take up geography in place of Urdu. You are requested to allow me to change the subject. I thank you in advance.

Yours obediently,

Dated: April 02, 2024.

X. Y. Z.

12. **Write an application to the principal explaining your misbehaviour towards a teacher and giving your humble apology. (Outstanding)**

The Principal,
Govt. College,
A.B.C. (City).

Subject: Offering an Apology for Misbehaviour

Sir,

Yesterday, I was listening to the lecture of economics in the class. It was the sixth period at about 12 pm. I was sitting just under the fan. I do not know when I fell asleep.

Obviously I could not listen to the lecture and see the diagrams the professor had drawn on the white board. After finishing the lecture, the professor awakened me and asked me the reason of sleeping. I tried to explain that I had not slept intentionally. It happened just by chance. But the professor was infuriated and considered it insolence (کستائی) on my part. I tried again to explain the whole situation. But he did not listen to me and ordered me to leave the class immediately. I felt insulted at this. I refused to leave the class. As a result, he himself left the class.

Sir, no doubt, it was my mistake. I should have left the class in accordance with the orders of the professor. But it was a natural reaction to what had happened in the class. I had been insulted for nothing. Anyhow, I offer my humble apology for the misbehaviour. I have also apologized to the professor and he has forgiven me very generously. Sir, I assure you that in future, I would be extremely careful about my behaviour towards professors. I hope that you would accept my profound apology in this regard. Thanking you in advance,

Yours obediently,

Dated: April 02, 2024.

X. Y. Z.



Write an application to the principal explaining your misbehaviour towards a teacher and giving your humble apology. (Standard)

The Principal,

Govt. College,

A.B.C. (City).

Subject: Offering an Apology for Misbehaviour

Sir,

Yesterday, I was listening to the lecture of Economics in the class. It was sixth period at about 12 pm. I was sitting just under the fan. I do not know when I fell asleep. After finishing the lecture, the professor asked me the reason of sleeping. I tried to explain that I had not slept intentionally. It happened just by chance. But the professor was angry and ordered me to leave the class. I felt insulted at this. I refused to leave the class.

Sir, no doubt, it was my mistake. I should have obeyed my teacher and left the class. Anyhow, I offer my humble apology for the misbehaviour. I have also apologized to the professor and he has forgiven me. Sir, I assure you that in future, I would be very careful about my behaviour towards my teachers.

Yours obediently,

Dated: April 02, 2024.

X. Y. Z.

13. Write an application to the principal for the grant of scholarship.

(نوٹ: یہ درخواست منجانب ٹیکٹ بک بورڈ کی کتاب "انکس گرامر اینڈ کمپوزیشن" میں بھی شامل ہے۔)

The Principal,

Govt. College,

A. B. C. (City).

Subject: Request for the Grant of Scholarship

Honourable Sir,

With utmost reverence (احرام), I beg to state that I belong to a poor family. We are

eight brothers and sisters and I am the eldest one. My father is a clerk in the District Accounts Office (A.B.C.). He earns too small a pay to help us to get education properly. This year, I passed the matriculation examination with distinction (امتياز) securing 92% marks. I am a studious (مجتہد) and assiduous (انہماک سے کام کرنے والا) student. I assure you that I will show you an excellent result in the coming examination. I request you to grant me scholarship so that I may continue my studies. Surely, you would oblige (ممنون) me a lot if you grant me a scholarship. Please do consider (زیر غور لانا) my application sympathetically and kindly. Thanking you in anticipation,

Yours obediently,

Dated: April 02, 2024.

X. Y. Z.

14. Write an application to the principal to seek permission for a study tour.

The Principal,

Govt. College,

A.B.C. (City).

Subject: Request for a Study Tour

Sir,

We, the students of geography want to make a study tour during the forthcoming (آنے والی) summer holidays. We want to study various aspects (پہلو) of our course practically. Our teacher intends (ارادہ رکھتا ہے) to take us to the plains, deserts, rivers, hills and even to the ocean. The study of all these things is included (شامل ہے) in our course. For the time being we want to study the rocks, hills and mountains. For this purpose (مقصد) we want to go to Gilgit, Hunza and Skardu. You are requested to grant us permission to go there. You are also requested to help us with some money from the particular (مخصوص) funds allocated (تخصیص) for this purpose. We hope that you would consider our application sympathetically (مہربانی سے). The recommendation (سفارش نامہ) of the concerned (متعلقہ) teacher is attached. Thanking you in advance,

Yours obediently,

Dated: April 02, 2024.

X. Y. Z.

15. Write an application to the principal to grant you one-month leave.

The Principal,

Govt. College,

A.B. C. (City).

Subject: Request for One-Month Leave

Dear Sir,

I have been ill for a week. Though I have been taking medicine, I have not got well. Today I went to my doctor for a thorough medical check-up. After various tests, he concluded that I am suffering from hepatitis C. This is a serious disease. He has advised me to take a complete bed rest for a month. Therefore, I request you to grant me leave for one month. Surely, I will be grateful to you for this kindness.

Yours obediently,

Dated: April 02, 2024.

X. Y. Z.

16. Write an application to the principal for condoning the shortage of lectures.

The Principal,
Govt. College,
A. B. C. (City).

Subject: Request for Condoning the Shortage of Lectures

Honourable Sir,

Respectfully, it is stated that all the students of the intermediate class have been asked to fill in the admission forms for the board examination. The clerk has refused (انکار کر دیا) (to give me the admission form as I have fallen short of the required (مطلوبہ) percentage of lectures. My attendance (حاضری) in the subject of English is 67% percent while the required percentage is at least (کم سے کم) 70%. So I have fallen short of lectures by 3% only in the subject of English.

Sir, you are requested to condone (معاف کر دینا) the shortage (کمی) of lectures. I assure (یقین دلانا) you that I would fill the required percentage by remaining present (حاضر) in the class during the remaining (باقی) three months of our academic (تعلیمی) session (دست، سال). Surely, I would be obliged to you for this kindness (شفقت).

Yours obediently,

Dated: April 02, 2024.

X. Y. Z.

17. Write an application to the principal for the availability (دستیابی) of medicines in the College Dispensary.

The Principal,
Govt. College,
A. B. C. (City).

Subject: Request for the Availability of Medicines in the College Dispensary

Honourable Sir,

I humbly (انکسار سے) inform (آگاہ کرنا، بتانا) you that I am the best athlete (کھلاڑی) of the college. Yesterday, while playing, I got injured (زخمی ہو گیا) by the hockey of a player. I went to the college dispensary for first (ابتدائی) aid (طبی امداد). The dispenser said that he did not have any medicine to give me the first aid. Even bandages (مرہم پٹی) and ointment (مرہم) were not available (دستیاب) in the dispensary. I simply got shocked (صدمہ ہوا) to hear this. Though I was not seriously (شدید) injured (زخمی), I needed the first aid. Luckily (خوش قسمتی سے), a professor of our college was sitting in the dispensary. He took me in his own car to the nearby (قریبی) hospital. In this way I reached the hospital in time.

You are requested to take notice of that deficiency (کمی) and provide the college dispensary with necessary (ضروری) medicines. Surely it would help us to handle (نہنہ) any mishap (سائنحو، حادثہ) in future.

Yours obediently,

Dated: April 02, 2024.

X. Y. Z.

18. Write an application to the principal for leave of absence to do an urgent piece of work. (Outstanding)

(نوٹ: یہ درخواست پنجاب ٹیکسٹ بک بورڈ کی کتاب "انگلش گرامر اینڈ کمپوزیشن" میں بھی شامل ہے۔)

The Principal,
Govt. College,
A. B. C. (City).

Subject: Application for an Urgent Piece of Work

Honourable Sir,

I am writing this application to request you for a leave of absence from school for three days, i.e. from [starting date] to [end date]. I am making this request because I have an important piece of work to do at home. The work is related to my family matters and it requires my personal presence and unwavering (اٹل) commitment. The family matter is too important to be postponed (پتوی کرنا). My involvement (شمولیت) is essential (ضروری) to ensure that everything is handled properly.

I know that this absence of mine would be very detrimental (نقصان دہ) to my studies. I deeply regret (افسوس ہوتا) this interruption (دخل اندازی) in my studies during this critical period. Nevertheless (تاہم), I assure you that I will leave no stone unturned (کوئی کسر نہ چھوڑنا) to offset (مل جل کر کام کرنا) this academic (تعلیمی) loss. On my return, I intend (ارادہ ہوتا) to collaborate (مل جل کر کام کرنا) closely with my peers (ساتھی) to complete my missed assignments (کام). My previous (پچھلا) academic record shows that I am a painstaking (جھانکشی) student and will not disappoint (مایوس کرنا) you in future. I am confident (یقین) that with a strenuous (جان توڑ) effort, I will bridge (توقع) any gaps in my studies and maintain the academic quality (معیار) you expect (پورا کرنا) from me. I hope you will consider my request and oblige (احسان مند کرنا) me. Expecting a positive response (جواب) and support from you,

Yours obediently,

X. Y. Z.

Dated: April 02, 2024.

☆..... Write an application to the principal for leave of absence to do an urgent piece of work. (Standard)

(نوٹ: یہ درخواست پنجاب ٹیکسٹ بک بورڈ کی کتاب "انگلش گرامر اینڈ کمپوزیشن" میں بھی شامل ہے۔)

The Principal,
Govt. College,
A. B. C. (City).

Subject: Application for an Urgent Piece of Work

Honourable Sir,

I am writing this application to request you for a leave of absence from school for three days, i.e. from [starting date] to [end date]. I am making this request because I have an important piece of work to do at home. The work is related (تعلق ہوتا) to my family matters and it requires my personal presence.

I know that this absence of mine would be very harmful to my studies. I deeply regret (افسوس ہے) this break (وقف) in my studies. However, I assure you that I will try my best to make up for (طوائف کرنا) this loss. My previous (پچھلا) academic (تعلیمی) record shows that I am a painstaking (محنتی) student and will not disappoint (مایوس کرنا) you in future. I am sure that I will

bridge (جھونکا) any gaps in my studies. I hope you will consider (غور کرتا) my request and oblige (احسان مند کرتا) me. Expecting (توقع کرتا) a positive response (جواب) from you,

Yours obediently,

Dated: April 02, 2024.

X. Y. Z.

☆..... **Write an application to the principal for leave of absence to do an urgent piece of work. (Easy)**

(نوٹ: یہ درخواست پنجاب پبلک بورڈ کی کتاب "انگلش گرامر اینڈ کپیرڈیشن" میں بھی شامل ہے۔)

The Principal,
Govt. College,
A. B. C. (City).

Subject: Application for an Urgent Piece of Work

Honourable Sir,

Respectfully, I request you to grant me leave of absence from school for three days, i.e. from [starting date] to [end date]. I am making this request because I have an important piece of work to do at home.

I know that this absence of mine would be very harmful to my studies. I am sorry for that. However, I assure you that I will try my best to make up for (طوائف کرتا) this loss. I hope you will consider (غور کرتا) my request and oblige (احسان مند کرتا) me. Thanking you in advance,

Yours obediently,

Dated: April 02, 2024.

X. Y. Z.

19. **Write an application to the principal for leave to attend to the sick mother. (Outstanding)**

(نوٹ: یہ درخواست پنجاب پبلک بورڈ کی کتاب "انگلش گرامر اینڈ کپیرڈیشن" میں بھی شامل ہے۔)

The Principal,
Govt. College,
A. B. C. (City).

Subject: Leave Application due to Mother's Illness

Respected Sir/Madam,

It is respectfully stated that two days ago I reached to my village to spend my weekend with my family. Last night my mother fell seriously (بہت شدید) ill. We took her to the village hospital for examination (معائنہ) and necessary (ضروری) medication (طوائف). The doctor there examined (معائنہ کیا) her carefully and said that she had gone through a severe (بہت) cardiovascular (دل اور خون کی وریدوں سے متعلق) pain. He advised us to take her to some big hospital in the city and get her thorough (کھل طور پر) examined and treated. Without any delay (تاخیر), we rushed her to a famous cardiac (دل کا) hospital in an ambulance. There, the doctor examined her carefully and suggested (تجویز کیے) various blood tests, urine test and ECG. After numerous (کئی) diagnostic (تشخیصی) tests, the doctor finally recommended (تجویز کیا) that she must undergo (سے گزرتا) the bypass surgery at the earliest. This sudden and threatening (خطرناک) emergency threw my whole family in a whirl (بھنور) of big challenges (خطرات) and quick (فوری) decisions. As I am the only male member currently (آج کل) available (درمیان) in the family, the whole responsibility (ذمہ داری) lies on my shoulder.

Thus I must stay with her to ensure that she gets proper medical care, psychological (نفسیاتی) support (مدد) and post-surgery medication. My stay with her will certainly alleviate (کم کرنا) her feelings of sickness, anxiety (گھر) and fear.

Keeping in view (زہن میں رکھتے ہوئے) my present circumstances (حالات) and the time such a patient takes to recover (مستحباب ہونا) after bypass surgery, I request you to grant me leave of absence from the college for a week i.e. from (start-date) to (end-date). I will definitely (یقیناً) join the classes if I get free earlier but the usual routine tells that a patient going through such a big operation takes at least one week to recover. I hope you will not disappoint (ایس) me about granting me leave. I have attached (منجھی کرنا) the patient's report and the doctor's recommendations (سفارشات) for your kind perusal (معائنہ).

I know that this absence of mine would be very detrimental (تقصان دہ) to my studies. I deeply regret (افسوس ہونا) this interruption (ڈھل اندازی) in my studies during this critical period. Nevertheless (تاہم), I assure you that I will leave no stone unturned (کوئی کمر نہ چھوڑنا) to offset (مُل جمل کرکام کرنا) this academic (تعلیمی) loss. On my return, I intend (ارادہ ہونا) to collaborate (مل جمل کرکام کرنا) closely with my peers (ساتھی) to complete my missed assignments (کام). My previous (پچھلا) academic record shows that I am a painstaking (جھاکش) student and will not disappoint (ایس) you in future. I am confident (یقین) that with a strenuous (جان توڑ) effort, I will bridge (پورا کرنا) any gaps in my studies and maintain the academic quality (معیار) you expect (توقع) from me. I hope you will consider my request and oblige (احسان مند کرنا) me. Expecting a positive response (جواب) and support from you,

Yours obediently,

Dated: April 02, 2024.

X. Y. Z.

☆..... **Write an application to the principal for leave to attend to the sick mother. (Standard)**

(نوٹ: یہ درخواست پنجاب بک بورڈ کی کتاب "انگلش گرامر اینڈ کمپوزیشن" میں بھی شامل ہے۔)

The Principal,

Govt. College,

A. B. C. (City).

Subject: Leave Application due to Mother's Illness

Respected Sir/Madam,

Respectfully, I request a leave of absence from college due to a family emergency (ہنگامی صورت حال). Last night, my mother fell seriously (شدید) ill. We rushed (جلدی سے لے گئے) her to the hospital, where she was admitted (داخل کر لیا گیا) to the emergency department. The doctor thoroughly (مکمل طور پر) examined (معائنہ کیا) her and gave her immediate (فوری) treatments (طلاح).

I am the primary (بڑا) caregiver (خبر گیری کرنے والا) for my mother at home. I need to be with her during this difficult time. I know that missing classes would be a great loss for me. But I promise that I will cover the missed lessons later. You are requested to grant me five days' leave. The doctor's prescription (نسخہ) is attached for reference (حوالہ). I will definitely (یقیناً) be obliged (احسان مند) for this kindness.

Yours obediently,

Dated: April 02, 2024.

X. Y. Z.

☆..... Write an application to the principal for leave to attend to the sick mother. (Easy)

(نوٹ: یہ درخواست پنجاب ٹیکسٹ بک بورڈ کی کتاب "انکس گرامر اینڈ کمپوزیشن" میں بھی شامل ہے۔)

The Principal,
Govt. College,
A. B. C. (City).

Subject: Leave Application due to Mother's Illness

Respected Sir/Madam,

Respectfully, I request a leave of absence (غیر ضروری) from college. Last night, my mother fell ill. We took her to the hospital. The doctor examined (معائنہ کیا) her and gave her treatments (علاج معالجہ).

I want to take care of my mother at home. I need to be with her at this critical (مشکل) time. You are requested to grant (عطا کرنا) me two days' leave. The doctor's prescription (نسخہ) is attached (منضم). I will certainly (یقیناً) be obliged (شکر گزار) for this kindness.

Yours obediently,

Dated: April 02, 2024.

X. Y. Z.

20. Write an application to the principal for leave to attend a funeral. (Outstanding)

(نوٹ: یہ درخواست پنجاب ٹیکسٹ بک بورڈ کی کتاب "انکس گرامر اینڈ کمپوزیشن" میں بھی شامل ہے۔)

The Principal,
Govt. College,
A. B. C. (City).

Subject: Request for Leave to Attend a Funeral

Respected Sir/Madam,

Respectfully it is stated that my grandfather who resided (رہتے تھے) in a remote (دور دراز) village passed away (رحلت فرما گئے) this morning. This sudden and severe (بڑا) loss is a tremendous (بڑا) shock (صدمہ) to our entire family. I with my family have to go there to attend his funeral (تجذیب و تحفین کی) ceremonies (رسومات).

*"Though nothing can bring back the hour
Of splendour (شان و شوکت) in the grass, of glory in the flower;
We will grieve (غمزدہ ہونا) not, rather find
Strength in what remains behind." (Wordsworth)*

The village's distance and the associated (وابستہ) rituals (رسومات) necessitate (لازمی بناتا) my presence there for a span (مدت) of three days i.e. from (start-date) to (end-date). You are requested to grant me leave of absence from the college for the above mentioned (مذکورہ) period. Surely, I will be greatly obliged.

I know that this absence of mine would be very detrimental (نقصان دہ) to my studies. I deeply regret (الوس کرتا) this interruption (مداخلت کرتا) in my studies during this critical (تشویناک) period. Nevertheless (تاہم), I assure you that I will leave no stone unturned to offset (عطانی کرتا) this academic (تعلیمی) loss. On my return, I intend (ارادہ ہوتا) to collaborate (اکٹھے مل کر کام کرنا) closely with my peers (ساتھی) to complete my missed assignments (توفیق کردہ کام). My pervious

academic record shows that I am a painstaking (مختی) student and will not disappoint (ناپس کرنا) you in future. I am confident (یقین) that with a strenuous (جان توڑ) effort, I will bridge (پورا کرنا) any gaps in my studies and maintain (برقرار رکھنا) the academic quality (معیار) you expect (توقع کرنا) from me. I hope you will consider (غور کرنا) my request and oblige (احسان مند کرنا) me. Expecting (توقع کرنا) a positive response (جواب) and support from you,

Yours obediently,

Dated: April 02, 2024.

X. Y. Z.

☆..... **Write an application to the principal for leave to attend a funeral. (Standard)**

(نوٹ: یہ درخواست پنجاب ٹیکسٹ بک بورڈ کی کتاب "انگلش گرامر اینڈ کمپوزیشن" میں بھی شامل ہے۔)

The Principal,
Govt. College,
A. B. C. (City).

Subject: Request for Leave to Attend a Funeral

Respected Sir/Madam,

Respectfully, I request a leave of absence from college due to the sudden death of grandfather. My family and I are deeply depressed (مزدوم) about this loss. The funeral (جنازہ) and related (دوست) rituals (رسومات) are scheduled (شیڈول طے کیا گیا) from [start-date] to [end-date], and my presence with the family is necessary (ضروری) during this period.

I understand the importance of my studies. On my return, I will try my best to complete the missed academic task (کام). I request you to grant me leave for three days, from [start-date] to [end-date]. I hope you will consider (غور کرنا) my request sympathetically (احسان مند). I will certainly (یقیناً) be obliged (احسان مند) (مہربانی سے).

Yours obediently,

Dated: April 02, 2024.

X. Y. Z.

☆..... **Write an application to the principal for leave to attend a funeral. (Easy)**

(نوٹ: یہ درخواست پنجاب ٹیکسٹ بک بورڈ کی کتاب "انگلش گرامر اینڈ کمپوزیشن" میں بھی شامل ہے۔)

The Principal,
Govt. College,
A. B. C. (City).

Subject: Request for Leave to Attend a Funeral

Respected Sir/Madam,

Respectfully, I request a leave of absence from college due to the sudden (اچانک) death of my grandfather. My family and I are very sad about this loss. The funeral (جنازہ) and other rituals (رسومات) will continue (جاری رہنا) for three days from (start-date) to (end-date). Therefore, I request you to grant me leave for this period. I will certainly (یقیناً) be obliged (احسان مند) (شکر گزار).

Yours obediently,

Dated: April 02, 2024.

X. Y. Z.

☆..... Write a letter to your friend informing him about the death of your uncle:
(Easy)

Examination Hall,
A. B. C. (City).
April 02, 2024.

Dear Friend,

I am sad to say that my uncle died yesterday. His death is a big shock (صدمہ) to all of us. My uncle was suffering from heart disease. Yesterday he suddenly fell sick and died. He was really a great man. People respected him for his kindness and wisdom. We will miss him forever. His final funeral (تہنیتی) ceremonies (رسومات) will be held at my house on (date) at (time). Your presence at this difficult time would really console (تسلیم) our sad souls. We are looking forward to (انتظار کر رہے ہیں) seeing you.

Yours sincerely,

X. Y. Z.

9. Write an application to the principal for college leaving certificate.
(Standard)

The Principal,
Govt. College,
A.B.C. (City).

Subject: Request for College Leaving Certificate

Sir,

I have been a student in your college for six months. My father has worked in this city as a superintendent in the Irrigation Department. Recently, he has been transferred to Lahore. He has tried to get his transfer orders cancelled but to no avail. Now my family is shifting to Lahore. I have to go with them. I cannot stay behind alone. Therefore, I cannot carry on my studies in your college. You are requested to issue me a college leaving certificate so that I may get admission to a college there. Your kind consideration will oblige me a lot. I thank you in advance.

Yours obediently,

X. Y. Z.

Dated: April 02, 2024.

☆..... Write an application to the principal for college leaving certificate. (Easy)

The Principal,
Govt. College,
A.B.C. (City).

Subject: Request for College Leaving Certificate

Sir,

I have been a student in your college for six months. My father has worked in this city as a teacher in the Education Department. Now, he has been transferred to Lahore. My family is shifting to Lahore. I have to go with them. I cannot stay behind alone. You are requested to issue me a college leaving certificate. I hope you will oblige me.

Yours obediently,

X. Y. Z.

Dated: April 02, 2024.

10. Write an application to the Principal requesting him for leave to attend a seminar. (Outstanding)

The Principal,
Govt. College,
A. B. C. (City).

Subject: Leave Application for Attending a Seminar

Sir,

I am a student in your esteemed (محترم) Institute. I am the captain of the football team of your college. I have been selected to attend a seminar on 'Sports and Physical Education' organized by 'Pakistan University Sports Board (PUSB)'. I am writing this application to have your permission for leave from college for three days i.e. from (date) to (date) so that I may go to Islamabad to attend this seminar.

Seminars polish and enlighten (پکارت) our minds. They provide people with opportunities (مواقع) to share their knowledge and experiences (تجربات). *Oscar Wilde, an Irish poet, rightly said, "The only thing to do with good advice is to pass it on. It is never of any use to oneself."* This seminar is a great opportunity for the students who take interest in sports and physical activities. I am very enthusiastic (پرجوش) about learning new skills and techniques from experts (ماہرین) and scholars in the field of sports and games. The seminar would involve (شریک کرتا) me to interact (مل جل کر کام کرتا) with other students who have the same passion (جذیبہ). *Benjamin Franklin, an American statesman, rightly said, "Tell me and I forget, teach me and I may remember, involve (شامل کرو) me and I learn."* This seminar covers various topics i.e. the importance of physical education, the value of health and fitness, the trends (ترجعات) and innovations (اختراعات) in sports and games, the challenges and opportunities for sports loving people and the career prospects (امکانات) for students in this field.

I assure you that I will do my utmost (پوری کوشش) to cover the missed lessons by coordinating (مل جل کر کام کر کے) with my classmates. I will try to minimize the academic (طی) loss. My dedication (دائستگی) to my studies is evident (واضح) from my past academic record. Sir, this is also an academic venture (کام) that could contribute (حصہ ڈالنا) a lot to my personal and academic growth. You are requested to grant me leave for the dates mentioned (ذکر) above. I will definitely (پوری طرح) be obliged (شکر گزار). Thanking you in advance,

Yours obediently,

Dated: April 02, 2024.

X. Y. Z.

☆..... **Write an application to the Principal requesting him for leave to attend a seminar. (Standard)**

The Principal,
Govt. College,
A. B. C. (City).

Subject: Leave Application for Attending a Seminar

Sir,

I am a student in your college. I am also the captain of the football team. I have been invited to attend a seminar on 'Sports and Physical Education' organized by 'Pakistan University Sports Board (PUSB)'. The seminar will be held in Islamabad. It covers various (کئی) topics i.e. the importance of physical education, the value of health and fitness, the

trends (ترکات) in sports and games, the challenges (مشکلات) and opportunities (موقع) for sports loving people and the career (ملازمت) prospects (امکانات) for students in this field. I want to attend the seminar. This event is an excellent chance for me to learn from experts (ماہرین) and scholars. It would involve (شریک کرتا) me to interact (میل جول کرکام کرتا) with other students. **Benjamin Franklin, an American statesman, rightly said, "Tell me and I forget, teach me and I may remember, involve (شامل کرتا) me and I learn."** You are requested to grant me leave for three days from (date) to (date). I will definitely (قطعی طور پر) be obliged (ممنون). I assure you that I will cover the missed lessons with the help of my classmates. Thanking you in advance,

Yours obediently,

Dated: April 02, 2024.

X. Y. Z.

☆..... **Write an application to the Principal requesting him for leave to attend a seminar. (Easy)**

The Principal,

Govt. College,

A. B. C. (City).

Subject: Leave Application for Attending a Seminar

Sir,

I am a student in your college. I am also the captain of the football team. I have been invited to attend a seminar on 'Sports and Physical Education' organized by 'Pakistan University Sports Board (PUSB)'. It will be held in Islamabad. I want to attend it. It will be a big event for me to learn from experts (ماہرین) and scholars. You are requested to grant me leave for three days from (date) to (date). I will certainly be obliged (ممنون). Thanking you in advance,

Yours obediently,

Dated: April 02, 2024.

X. Y. Z.

11. **Write an application to the Principal seeking his permission for organizing a sports gala. (Outstanding)**

The Principal,

Govt. College,

A. B. C. (City).

Subject: Request for Permission to Organize a Sports Gala

Sir,

I am the president of the Sports Club in your institute. I am writing on behalf of the sports club. The purpose of writing this application is to obtain (مائل کرنا) your permission to organize a sports gala (تقریب) in our institute. It will be a two-day program. The event aims to promote (ترقی دینا) sports, physical fitness, teamwork and the spirit (ہندہ) of sportsmanship (کھلاڑی) among students. It will be a great opportunity (موقع) to celebrate (جشن منانا) the achievements (کارنامے) and accomplishments (کامیابیاں) of our sportspersons (کھلاڑی). We also intend (ارادہ کرنا) to invite the local sportspersons to grace (اعزاز بخشنا) the occasion (موقع) and inspire (جوش پیدا کرنا) the students with their insight (ہمیرت). The program will include (شامل کرنا) the following sport activities and athletic skills.

There would be competitions (مقابلے) of 100 metre sprint (تیز دوڑ), relay race (دوڑ باریک), dart throwing (تیز پھینکنا), long jump and high jump. The team sports tournaments will consist of

the matches of football, hockey, basketball and volleyball. Moreover, there would be single and double matches of badminton and table tennis. Fun activities will include sack race (پوری دوڑ), tug-of-war (رستہ کشی) and musical chairs to amuse the spectators (حاضرین). In the end, the winners and the runners-up will be awarded trophies, medals and appreciation (تقریبی) certificates. *Dan Gable, an American wrestler, rightly said, "Gold medals aren't really made of gold. They are made of sweat (پسینہ), determination (زم), and a hard-to-find alloy (دھاتی) called guts (حوصلہ)."*

The Sports Club with the help of college staff will organise the whole event. The funds will be raised through sponsorship (اندار) of gentries (شرکا), teachers and students. All the necessary measures (اقدامات) will be taken to make the event a success. Trained medical staff with adequate (موزوں) first aid kits will ensure prompt (فوری) medical response (رد عمل) in case of injuries or medical emergencies.

The event will be helpful in promoting sports culture. It will urge (آگاہ کرنا) the participants (شرکت کرنے والے) to pay heed to their health, physical fitness and well-being. *John F. Kennedy, the 35th president of USA rightly said, "Physical fitness is not only one of the most important keys to a healthy body, it is the basis of dynamic (متحرک) and creative intellectual (فناطی) activity."* It will enhance (بڑھانا) the reputation of our college and attract more students to get enrolled in our college.

You are requested to grant us permission to organise the event and help us to make it a successful and memorable event. We will take every measure to ensure that there would be no violation (خلاف ورزی) of rules and regulations of the college. Looking forward to your positive response,

Yours obediently,

Dated: April 02, 2024.

X. Y. Z.

☆..... **Write an application to the Principal seeking his permission for organizing a sports gala. (Standard)**

The Principal,
Govt. College,
A. B. C. (City).

Subject: Request for Permission to Organize a Sports Gala

Sir,

I am the president of the Sports Club in your college. I am writing to seek (ماہل کرنا) your permission to hold a two-day sports gala in our college. The event will promote (ترقی دینا) sports, fitness, teamwork and sportsmanship (کمیل کاشق) among students. *John F. Kennedy, the 35th president of USA rightly said, "Physical fitness is not only one of the most important keys to a healthy body, it is the basis of dynamic (متحرک) and creative (فناقی) intellectual (فناطی) activity."* We will celebrate (جشن منانا) the achievements (کارنامے) of our sportspersons. We will also invite the local sports stars to come and inspire (تحریک دینا) the students. The event will include race of 100 metre, relay race (ڈنڈا دوڑ), dart throwing (نیرو پھینکنا), long jump and high jump. It will also include matches of football, hockey, basketball and volleyball. There would be matches of badminton, and table tennis. Fun activities will include sack (پوری) race, tug-of-war (رستہ کشی) and musical chairs. In the end there will be prize distribution ceremony (تقریب).

The Sports Club with the help of college staff will organise the whole event. The funds will be raised through sponsorship (امداد) of gentries (شرٹا), teachers and students. Trained medical staff will ensure prompt (فوری) medical response (روزل) in case of medical emergencies. You are requested to grant us permission to organise the event. Looking forward to your positive response,

Yours obediently,

X. Y. Z.

Dated: April 02, 2024.

☆..... **Write an application to the Principal seeking his permission for organizing a sports gala. (Easy)**

The Principal,

Govt. College,

A. B. C. (City).

Subject: Request for Permission to Organize a Sports Gala

Sir,

I am the president of the Sports Club in your college. I want your permission to organise a sports gala (تقریب) in our college for two days. The event will promote (ترقی دینا) sports, fitness and teamwork among students. It will include (شامل ہونا) race of 100 metre, relay race (ڈھکاوڑ), dart throwing (نیڑہ پھینکنا), long jump and high jump. It will also include matches of football, hockey, basketball, volleyball, badminton, and table tennis. Fun activities will include sack (پوری) race, tug-of-war (رست کشی) and musical chairs. In the end, the winners (فاتح) will be given prizes. The Sports Club and the college staff will arrange the event. We will get funds from sponsors (مددگار لوگ). Medical staff will be there for emergencies. Please let us hold this event. Looking forward to your reply,

Yours obediently,

Dated: April 02, 2024.

X. Y. Z.

12. **Write an application to the Principal requesting him to arrange make-up classes for English. (Outstanding)**

The Principal,

Govt. College,

A. B. C. (City).

Subject: Request for Arranging the Make-up Classes

Sir,

Respectfully it is stated that I am a bona fide (حقیقی) student in your college. Last week I fell seriously ill and could not come to college for four days. I sent my application for leave which you sanctioned (منظور کر لی) very graciously (مہربانی سے). The doctor's recommendation (سفارش) and prescription (نسخہ) were attached for your kind perusal (معائنہ). Now I have sought (معاصل کی ہے) help of many students to catch up (پہرے کرتا) the missed lectures and do the missing assignments. I have succeeded in my efforts to some extent (حد) except some missed lectures on English grammar. *Abigail Adams, a former first lady of USA rightly said, "Learning is not attained by chance, it must be sought for with ardour (گن) and diligence (معت)."*

I request you to arrange make up (کی پوری کرنے والی) classes for the subject of English. English is my favourite subject and I am one of the brilliant (زیں) students of my class. I cannot afford to lag (پچھے رہ جانا) behind in my studies. *Henry Ford, an American business*

magnate (رجس) rightly said, "Anyone who stops learning is old, whether at twenty or eighty. Anyone who keeps learning stays young." I want to prepare (تیار کرنا) myself fully for the upcoming examination. I can attend the make-up classes after school hours or on weekends. You may schedule these classes as it is convenient (آسان) for you and as per (کے مطابق) the availability (درستی) of the concerned (متعلقہ) teachers.

I assure you that I will work my fingers to the bone (غریب محنت کرنا) to catch up (پورا کرنا) my missed lectures. I agree with *Thomas Jefferson, the third president of the USA, when he says, "I find that the harder I work, the more luck I seem to have."* I promise that I will submit (پیش کرنا) the missing assignment and homework as soon as possible. I know you value the studies of your students. I am sure you will consider (غور کرنا) my request favourably (مربانی سے), enabling me to overcome (تایا کرنا) my academic (طی) problems. Thanking you in advance,

Yours obediently,

X. Y. Z.

Dated: April 02, 2024.

☆..... **Write an application to the Principal requesting him to arrange make-up classes for English. (Standard)**

The Principal,
Govt. College,
A. B. C. (City).

Subject: Request for Arranging the Make-up Classes

Sir,

I am a student in your college. I was sick and could not come to college for four days. I sent you my leave application for leave which you very kindly granted (مقرر کر لی). I am really obliged (ممنون) for that. After coming to the class, I tried to catch up (پورے کرنا) the missed lectures. I did most of the task (کام), except (سوائے) a few grammar exercises. I request you to arrange make up (کی پوری کرنے والی) classes for the subject of English. I will attend these classes whenever it suits you and the teachers. As you care about our studies, I am hopeful that you would accept my request. I promise, I would not disappoint (ناپس کرنا) you in learning lessons. *I agree with Thomas Jefferson, the third president of the USA, when he says, "I find that the harder I work, the more luck I seem to have."* I am looking forward to (انتظار میں) your response (جواب).

Yours obediently,

X. Y. Z.

Dated: April 02, 2024.

☆..... **Write an application to the Principal requesting him to arrange make-up classes for English. (Easy)**

The Principal,
Govt. College,
A. B. C. (City).

Subject: Request for Arranging the Make-up Classes

Sir,

I am a student in your college. I was ill and was granted (دی گئی) leave for four days. As a result, I missed a few lectures. Now, I have done most of the missed work except (سوائے) a few English grammar exercises. You are requested to arrange make up (کی پوری کرنے والی) classes for the subject of English. I promise, I would try my best to learn the missed

lessons. I hope you would accept my request. I am looking forward to (انتظار کرتا) your response (جواب).

Yours obediently,

X. Y. Z.

13. **Write an application to the principal for a month's medical leave.**

The Principal,
Govt. College,
A.B. C. (City).

Subject: Request for One-Month Medical Leave

Dear Sir,

I have been ill for a week. Though I have been taking medicine, I have not got well. Today I went to my doctor for a thorough medical check-up. After various tests, he concluded that I am suffering from hepatitis C. This is a serious disease. He has advised me to take a complete bed rest for a month. Therefore, I request you to grant me leave for one month. Surely, I will be grateful to you for this kindness.

Yours obediently,

X. Y. Z.

14. **Write an application to the principal for condoning the shortage of lectures.**

The Principal,
Govt. College,
A. B. C. (City).

Subject: Request for Condoning the Shortage of Lectures

Honourable Sir,

Respectfully, it is stated that all the students of the intermediate class have been asked to fill in the admission forms for the board examination. The clerk has refused (انکار کر دیا) (to give me the admission form as I have fallen short of the required (مطلوبہ) percentage of lectures. My attendance (حاضری) in the subject of English is 67% percent while the required percentage is at least (کم سے کم) 70%. So I have fallen short of lectures by 3% only in the subject of English.

Sir, you are requested to condone (معاف کر دینا) the shortage (کمی) of lectures. I assure (یقین دلانا) you that I would fill the required percentage by remaining present (حاضر) in the class during the remaining (باقی) three months of our academic (تعلیمی) session (دست، سال). Surely, I would be obliged to you for this kindness (شفقت).

Yours obediently,

X. Y. Z.

15. **Write an application to the Principal for taking one week leave for your sister's marriage. (Outstanding)**

The Principal,
Govt. College,
A. B. C. (City).

Subject: Leave Application for Sister's Marriage

Dear Sir,

I am a bona fide (مخلص) student in your college. The purpose of writing this

application is to request you to grant me one-week leave from school due to my sister's marriage. It is an important family event and my presence at home is very necessary as I am the sole (واحد) brother of her. *Maya Angelou, a famous American poet says, "I sustain (سنبھالنا) myself with the love of family"* I have to help my father in making proper arrangements for the marriage. We have to make a lot of preparation (تیاری) to make the event impressive (حیرت انگیز) and memorable. *Albert Einstein rightly said, "Rejoice (خوشی منانیں) with your family in the beautiful land of life."*

The marriage is scheduled (ترتیب دی گئی ہے) to happen on (date). The marriage celebrations (تقریبات) will start two days before the marriage. Thus I have to be there at home three days before and two days after the marriage so that thorough (مکمل) preparations and arrangements (انتظامات) should be made well in time. Therefore you are requested to grant me leave for five days i.e. from (date) to (date).

I do understand the importance of studies. It is true that I will miss a few lectures and assignments. But I assure you that I will complete all the missing assignment within a short span (کلیلہ وقت) of time with the help of my classmates and teachers. I have already asked my class fellows to take necessary notes for me. I promise that my absence will not affect my studies. *I agree with Thomas Jefferson, the third president of the USA, when he says, "I find that the harder I work, the more luck I seem to have."* I am sure you can understand the importance of this occasion (موقع) and will not hesitate (تکلیف) to approve (منظور کرنا) my leave for absence.

Yours obediently,

X. Y. Z.

Dated: April 02, 2024.

☆..... **Write an application to the Principal for taking one week leave for your sister's marriage. (Standard)**

The Principal,

Govt. College,

A. B. C. (City).

Subject:

Leave Application for Sister's Marriage

Dear Sir,

I am a student in your college. I request you to grant me one-week leave from school due to my sister's marriage. It is a big family event and I need to be at home. *Maya Angelou, a famous American poet says, "I sustain (سنبھالنا) myself with the love of family"* I have to help my father in making arrangements (انتظامات). The event will take place (واقعہ) on (date). The celebrations (تقریبات) will start two days before the marriage. I want to be at home three days before and two days after the marriage to help with everything. You are requested to grant me leave for five days i.e. from (date) to (date). I know I will miss some classes but I have planned to catch up (پورا کرنا) the missed lessons with the help of my classmates. I promise that my absence will not affect my lessons. *I agree with Thomas Jefferson, the third president of the USA, when he says, "I find that the harder I work, the more luck I seem to have."* I hope you will grant me leave. Thanking you in advance,

Yours obediently,

Dated: April 02, 2024.

X. Y. Z.

☆..... **Write an application to the Principal for taking one week leave for your sister's marriage. (Easy)**

The Principal,

Govt. College,

A. B. C. (City).

Subject: Leave Application for Sister's Marriage

Dear Sir,

I am a student in your college. I need one week leave for my sister's marriage. It is a big family event (تقریب). I am to help my father in making arrangements (انتظامات). The celebrations (تقریبات) will start two days before the marriage. I need to be at home for five days i.e. from (date) to (date). It is true that I will miss some classes but I promise that I will catch up (پہراکت) the missed lesson with the help of my class fellows. I hope you will grant me leave. Thanking you in advance,

Yours obediently,

X. Y. Z.

Dated: April 02, 2024.

16. **Write an application to the principal of your college for seeking apology for misconduct. (Outstanding)**

The Principal,

Govt. College,

A.B.C. (City).

Subject: Offering an Apology for Misbehaviour / Misconduct

Sir,

Yesterday, I was listening to the lecture of economics in the class. It was the sixth period at about 12 pm. I was sitting just under the fan. I do not know when I fell asleep. Obviously I could not listen to the lecture and see the diagrams the professor had drawn on the white board. After finishing the lecture, the professor awakened me and asked me the reason of sleeping. I tried to explain that I had not slept intentionally. It happened just by chance. But the professor was infuriated and considered it insolence (کستنی) on my part. I tried again to explain the whole situation. But he did not listen to me and ordered me to leave the class immediately. I felt insulted at this. I refused to leave the class. As a result, he himself left the class.

Sir, no doubt, it was my mistake. I should have left the class in accordance with the orders of the professor. But it was a natural reaction to what had happened in the class. I had been insulted for nothing. Anyhow, I offer my humble apology for the misbehaviour. I have also apologized to the professor and he has forgiven me very generously. Sir, I assure you that in future, I would be extremely careful about my behaviour towards professors. I hope that you would accept my profound apology in this regard. Thanking you in advance,

Yours obediently,

X. Y. Z.

Dated: April 02, 2024.

☆..... **Write an application to the principal of your college for seeking apology for misconduct. (Standard)**

The Principal,
Govt. College,
A.B.C. (City).

Subject: Offering an Apology for Misbehaviour / Misconduct

Sir,

Yesterday, I was listening to the lecture of Economics in the class. It was sixth period at about 12 pm. I was sitting just under the fan. I do not know when I fell asleep. After finishing the lecture, the professor asked me the reason of sleeping. I tried to explain that I had not slept intentionally. It happened just by chance. But the professor was angry and ordered me to leave the class. I felt insulted at this. I refused to leave the class.

Sir, no doubt, it was my mistake. I should have obeyed my teacher and left the class. Anyhow, I offer my humble apology for the misbehaviour. I have also apologized to the professor and he has forgiven me. Sir, I assure you that in future, I would be very careful about my behaviour towards my teachers.

Yours obediently,

X. Y. Z.

Dated: April 02, 2024.

17. **Write an application to the principal for the change of a subject. (Standard)**

The Principal,
Govt. College,
A.B.C. (City).

Subject: Request for the Change of a Subject

Sir,

I am a student of intermediate class in your college. The college offered seven optional subjects at the time of admission. I wanted to take up geography as a subject of my studies. But unfortunately, there was no professor of geography in our college at that time. Therefore, I took up Urdu as one of the optional subjects. But recently, a professor of geography has joined our college. Now I want to take up geography in place of Urdu. It is my favourite subject. I request you to allow me to change the subject. I hope that you would take my application into your kind consideration. I thank you in advance.

Yours obediently,

X. Y. Z.

Dated: April 02, 2024.

☆..... **Write an application to the principal for the change of a subject. (Easy)**

The Principal,
Govt. College,
A.B.C. (City).

Subject: Request for the Change of a Subject

Sir,

I am a student of intermediate class. I took up Urdu as a subject of my studies at the time of admission. But now I want to take up geography in place of Urdu. You are requested to allow me to change the subject. I thank you in advance.

Yours obediently,

X. Y. Z.

Dated: April 02, 2024.

.....☆.....THE END.....☆.....