

Class\_6 (Writing Section )

Application and Letter

Q.1. You are Mohan Mathur Studying class 6 'C'. Write an application to the Principal of your school to issue you a character Certificate.

Ans.

To

The Principal

St.Peter's Sr.Secondary School

Jaora, dist. Ratlam (m.p.)

Subject:- An application for Character certificate.

Respected Sister,

Most humbly I beg to say that my father has been transferred to Indore. I shall stay and study there now. I, therefore, request you, kindly issue me Transfer Certificate and Character certificate and oblige.

Thanking you

Yours Obediently

Mohan Mathur

Class\_6 'C'

Q.2. Write a letter to your friend Mayank, Congratulations him on his success in the examinations. You are Ankita, residing at 20, Jawahar Marg, Dewas.

Ans.

20, Jawahar Marg,

Dewas.

July.4,2020

Dear Mayank,

I am quite well and hope for same to you. I came to know that you have passed the High school

Examinations in the first division. I congratulate you on your brilliant success.

Convey my regards to your family and love to Chhoto.

Yours Sincerely

Ankita