

Class _ 6th

Writing Section. (Letter Writing and Essay Writing)

Q.1. Write a letter to the librarian of a local library requesting to make you a member.

Ans.

To

The librarian

St. Peter's Sr. Sec. School Jaora

Subject- To join a member of library.

Respected sir

I am a student of class VI 'A' of your school. I want to join as a library member of our school. I want to become a Ips officer so that I need regular preparation in library. Therefore please allow me to a regular time for my preparation of the competition exams.

Kindly issue me the library card.

Thanking you

Yours obediently

X,y,z

Q.2. Write a letter to the sports teacher of your school applying to join the badminton coaching classes during the holidays.

Ans.

To

The sports teacher

St.peter's Sr. Sec. School Jaora

Subject- Caoching for badminton during the holidays.

Respected sir

I beg to state that I am a student of class-VI 'B' of your school. I interested to play badminton. I want to join badminton coaching classes in this holidays. If you want to tryal I ready to give my

selection test. Please give me one chance to play badminton in this holidays.

Kindly grant me permission.

Thanking you

Yours sincerely

X,y,z