

CLASS NOTES

Class: VI

Topic: Formal Letter (Permission Letter)

13/10/2023

Subject: ENGLISH

Sample of Permission Letter:

A **formal letter** is defined as a letter written for a professional setting that follows certain guidelines and formats. It usually adheres to conventional standards and utilizes a ceremonious choice of language that is appropriate for official correspondence.

1. You are Sajal, the class representative of your school. You would like to organize an inter-school quiz competition on World Environment Day. Write a letter to the head of your institution asking him to allow your class to organize the quiz competition.

35, Golf View Apartments
M.R.K Nagar
Murshidabad West Bengal-742159

14 May, 2023

To
The Principal
Central School
Murshidabad, West Bengal-742159

Subject: seeking permission to conduct an inter-school environment quiz

Respected Sir

With due respect, I, Sajal Singh on behalf of all the students of grade-VI would like to inform you that we wish to hold an inter-school environment quiz in our school on 5th June 2023, i.e. World Environment Day. The venue will be the school auditorium and students from classes VI to VIII can participate. We would like to invite students from different schools and the Heads of those schools. We shall prepare the questions ourselves. We would like to request Phillip D'Souza, the well-known quizmaster to host the quiz and the honourable Education Minister to be our Chief Guest. The trophy for the competition will be designed through a contest in the school next week.

We request you to give us the permission for the same. We would also like to discuss the facilities needed with you.

Thanking You,

Yours Sincerely
Sajal Singh

2. As a member of Heritage club, you have been entrusted with the responsibility of arranging a visit to a museum in your city. Write a letter to the curator of the museum asking for permission to visit the place.

National Public School
Sarda Avenue
Bangalore

