

درخواست برائے دوبارہ داخلہ برائے جماعت چہارم

بخدمت جناب پرنسپل صاحب اہلکفینطک

!جناب عالی

نہایت ادب سے گزارش ہے کہ میرے
ابو کا تبادلہ پاکستان سے ہو گیا تھا جس کی وجہ سے میں
مکہ جانا پڑا لیکن اب ان کا تبادلہ دوبارہ سعودیہ ہو گیا ہے
اس لیے دوبارہ سکول میں داخلہ لینا چاہتا ہوں

آپ سے گزارش ہے کہ مجھے سکول میں داخلہ دے دیں
تاکہ میں اپنی پڑھائی دوبارہ جاری رکھ سکوں

شکریہ

عبدالرحمن رول نمبر 12 کلاس چہارم فریق سی

درخواست برائے فیس معافی

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بخدمت جناب پرنسپل صاحب العقیق سکول ک ک ک ک ک ک ک ک

!جناب عالی

گزارش ہے کہ میرے ابو کا کام بند ہو گیا ہے جس
کی وجہ سے وہ سکول کی فیس نہیں دے سکتے اس لیے مجھے سکول سے
اٹھانا چاہیے لیکن مجھے پڑھنے کا بہت شوق ہے مہربانی

فرما کر میری فیس معاف کر دیں تاکہ میں اپنی پڑھائی جاری رکھ سکوں
آپ کی نوازش ہو گی

العارض

مصطفیٰ رول نمبر 1 جماعت سوم الف

LETTER TO FRIEND INVITE BIRTHDAY PARTY

LETTER TO FRIEND INVITE BIRTHDAY PARTY

44, Maharshi Park

Ram Temple Road,
LAHORE

7th May

Dear Saumil

I hope this letter finds you in the best of health and spirits.

You will be glad to know that my birthday falls on 20th May. I am going to celebrate my birthday at home. We shall have a dance and music program. There will be a DJ party at 6. 30 pm. I have invited all my friends. I hope you will also come and join my birthday party.

Convey my regards to uncle and aunty.

Yours sincerely,

Jaimin.

WRITE AN APPLICATION TO THE PRINCIPAL FOR ISSUING CERTIFICATE

**WRITE AN APPLICATION TO THE PRINCIPAL FOR ISSUING
CERTIFICATE**

Date: dd/mm/yy

To

The Principal,

School/College Name

Subject: Prayer for Character Certificate

Dear Sir,

With due respect and humble submission to state that, I have passed the Secondary School Examination (Or Higher Secondary School Examination) in (date year) from your school/college and my result is GPA... I was also the captain of the Football team and Organizer of cultural function of the school/college. I was an NCC cadet too and got the Best Cadet Award previous year.

Now, I want to admission in (University/college). Hence, I am

in need of a Character Certificate. I request you to issue the Character Certificate at the earliest possible time.

Thanking you,

Yours obediently

Name...

Roll... sec...

Institute name..

Write a Letter to your Father informing him about your Studies and requesting him to send you Money.

Write a Letter to your Father informing him about your Studies and requesting him to send you Money.

My dear Father

I received your letter yesterday and came to know of the news at home. I was happy to know that all are hale and hearty at home. I am fine here too.

It gives me immense joy to inform you that in my class periodical test, I have got distinction in all the subjects

and stood first in my class. I hope to repeat my performance in the annual examination. As I need new reference books so kindly send me a draft of (amount) at the earliest possible. Moreover, I have to pay my bimonthly fees and buy some winter clothes too.

Convey my regards to dear Mother and love to dear sister.

Yours affectionately

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