



INDIAN SCHOOL AL WADI AL KABIR
DEPARTMENT OF ENGLISH (2026-27) CLASS – X
WORKSHEET -APPLICATION WRITING

APPLICATION WRITING

Applications to school authorities are formal written requests submitted by students or parents to the Principal, Headmaster/Headmistress, Class Teacher, or other concerned authorities for permission, leave, certificates, correction of records, fee concession, transfer certificate, bonafide certificate, and similar matters.

Writing an application correctly helps students develop formal communication skills, clarity, politeness, and proper format usage.

1. PURPOSE OF WRITING AN APPLICATION

Applications may be written for:

- Leave due to illness
- Leave for family function
- Sick leave
- Fee concession
- Change of section/subject
- Bonafide certificate
- Transfer Certificate (TC)
- Character Certificate
- Duplicate ID card
- Late fee waiver
- Correction in name/date of birth
- Permission to participate in events
- Request for library card
- Request for extra classes
- Bus pass / transport facility
- Request for mark sheet copy

2. FORMAT OF AN APPLICATION TO SCHOOL AUTHORITIES

From
Class & Section
School Name
Place

Date: _____

To
The Principal / Headmaster / Class Teacher
School Name
Place

Subject: _____

Respected Sir/Madam,

Body of the application:
(Reason for writing in clear and polite language)

Thanking you

Yours obediently / Yours sincerely

Name:
Class:
Roll No:
Section:

3. IMPORTANT POINTS TO REMEMBER

Do's

- ✓ Use formal language
- ✓ Be polite and respectful
- ✓ Mention subject clearly
- ✓ State reason briefly
- ✓ Use correct grammar
- ✓ Write neatly in 50 words
- ✓ Mention dates correctly

Don'ts

- ✗ Do not use slang or casual language
- ✗ Do not draw a box
- ✗ Do not write long unnecessary stories
- ✗ Do not be rude or demanding

- X Avoid spelling mistakes
- X Avoid overwriting

4. USEFUL EXPRESSIONS

- With due respect, I beg to state that...
- I would like to inform you that...
- Kindly grant me leave for...
- I request you to kindly consider...
- I shall be grateful to you.
- Kindly issue the certificate at the earliest.
- Please allow me to...
- I request your favourable consideration.

5. MODEL APPLICATIONS

A. Application for Sick Leave

X-A
ABC Public School
Delhi

10 July, 2026

The Principal
ABC Public School
Delhi

Subject: Application for sick leave

Respected Sir/Madam,

With due respect, I beg to state that I am suffering from fever and the doctor has advised me to take rest for two days. Therefore, I request you to kindly grant me leave from 10 July to 11 July 2026.

I shall be grateful to you.

Yours obediently,
Rohan Sharma
Class IX-A
Roll No. 12

B. Application for Fee Concession

X-A
ABC Public School
Delhi

10 July, 2026

The Principal
ABC Public School
Delhi

Subject: Request for fee concession

Respected Sir/Madam,

I am a student of Class IX-B. My father is facing financial difficulties. Therefore, I request you to kindly grant me fee concession for this academic year.

I shall be highly thankful to you.

Yours sincerely,
Ananya Das
Class IX-B

C. Application for Bonafide Certificate

X-A
ABC Public School
Delhi

10 July, 2026

The Principal
ABC Public School
Delhi

Subject: Issue of Bonafide Certificate

Respected Sir/Madam,

I am a student of Class IX-C in your school. I need a bonafide certificate for opening a bank account. Kindly issue the same at the earliest.

Thanking you.

Yours sincerely,
Arjun Nair

6. EXAM TIPS

- Read the question carefully.
- Identify whom you are writing to.
- Use correct format.
- Keep the body concise.
- Mention reason clearly.
- Check grammar and spelling.

7. PRACTICE TOPICS

1. You are Riya/Rohan, a student of Class X. Write an application to your Principal requesting leave for two days as you have to attend a marriage ceremony in your family.
 2. You are Arnav/Aarohi, a student of Class X. Write an application to your Principal requesting leave for three days as you are suffering from fever.
 3. You are Rita/Rohit, a student of Class X. Write an application to your Principal requesting a duplicate ID card as you have lost your original one. Mention the necessary details.
 4. You are Shyama/Soham, a student of Class X. Write an application to your Principal requesting the provision of a school bus facility from your area to the school. Give valid reasons.
 5. You are a student of Class X at a reputed school. Your class is planning an educational tour to a historical place. Write an application to the Principal seeking permission to organize the tour. Include details such as purpose, destination, and benefits of the visit.
 6. You have recently passed Class X and require a character certificate for admission to another school/college. Write an application to the Principal of your school requesting the issuance of a character certificate. Mention the reason clearly.
 7. You are a student of Class X. Due to unforeseen financial difficulties in your family, you are unable to pay the full school fee. Write an application to the Principal requesting a fee concession. Clearly explain your situation and justify your request.
 8. You are a student of Class X who has recently realized that the optional subject you selected is not suitable for you. Write an application to the Principal requesting a change of subject. Mention the reason for the change and the subject you wish to opt for.
 9. You are a student of Class X who is keen on improving your reading habits and academic performance. Write an application to the school librarian requesting to grant you membership of the school library. Mention how it will benefit you.
 10. You are a student of Class X. The fan in your classroom has not been working properly for the past few days, causing discomfort during classes. Write an application to the Principal lodging a complaint and requesting immediate repair or replacement.
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