

Letters and Applications

17 Letters and Applications

Letter is a written message conveyed from one person to another through a medium. It is a message that is written down or printed on paper and usually put into an envelope and sent to somebody.

17.1 Introduction

Types of Letters

There are broadly two types of letters, namely Formal Letters, and Informal Letters based on their contents, formalities, the purpose of letter writing, etc.

Formal Letters

These letters follow a certain pattern and formality. They are strictly kept professional in nature and they directly address the issues concerned. Any type of business letter or letter to authorities falls within this given category.

Informal Letters

These are personal letters. They need not follow any set pattern or adhere to any formalities. They contain personal information or are a written conversation. Informal letters are generally written to friends, acquaintances, relatives, etc. For example, if we want to inform someone about our achievements in school or college, we write him a letter to spread our personal news.

Since the letter is informal the salutation is usually given by 'Dear', such as Dear (name of a friend/name of an uncle or an aunt) or Dear Father/Mother, etc. Unlike formal letters, you don't have to mention the subject line for informal letters. But the address of the sender or the receiver of the letter has to be mentioned necessarily.

17.2 Kinds of Letters

There are three kinds of letters:

1. Private Letters
2. Business Letters
3. Official Letters

Private Letters

These letters are written to relatives, friends, acquaintances, and strangers. The language of such letters is simple and informal.

Business Letters

These are written to manufacturers, shopkeepers, commission agents, dealers, commercial firms, etc. These are also written to the officials who deal with the public. The language of the letter is formal. It is brief and to the point.

Official Letters

These letters are mostly applications and official correspondence on official matters. These letters are also formal and precise.

17.3 Parts of a Letter

Letter is divided into six parts:

1. The heading
2. The salutation
3. The communication (body)
4. The subscription
5. The signature
6. The superscription

17.4 Format of Formal/ Informal Letter

The format of a formal/informal letter should include the following things:

- Address of the sender
- Date of writing the letter
- Address of the receiver
- Salutation/Greeting
- Body of the letter
- Conclusion
- Signature of the sender (only written in formal letters)

17.5 Formal Letters

17.6 Tips for Writing an Application

- Write an application in a formal tone and manner that expresses the subject and the request.
- Mention the reason clearly for which you are applying.
- The format of an application should be followed.
- The application should be concise and precise.
- Recheck for any grammatical errors.
- The application should clearly mention the names of the receiver and the sender of the application.

Person	Salutation
Principal	Respected Sir/Madam
Head of Organization	Sir/Madam

Person	Subscription
Principal	Yours obediently
Head of Organization	Yours truly

17.7 Application for sick leave

The Principal,
Government College,
City A.B.C.

Subject: **Application for sick leave**

Respected Sir,

It is stated that I have been suffering from a very high fever for a couple of days. After a complete medical examination and a series of diagnostic tests, it was diagnosed that I had dengue fever. Owing to my illness, I will not be able to continue my studies for a week.

Therefore, it is requested to your kind honour that I may please be granted a leave for one week. I have attached all the concerned medical reports here to the application.

I shall be very thankful to you for this act of kindness.

Yours obediently,
X.Y.Z.

December 10, 2023.

17.8 Application for full fee concession

The Principal,
Government College,
City A.B.C.

Subject: **Application for full fee concession**

Madam,

Respectfully, it is stated that I am a student of F.Sc. pre-medical part-I. I am a promising student who topped the class by securing 99% marks in the last exam. My father is a gardener in a private firm and his income is too meager to support my studies. He is the sole breadwinner of our family, and he has to take care of me and my three siblings. Our financial situation is getting worse. In these circumstances, it will become difficult for me to continue my studies.

I aspire to become a doctor but to accomplish that it is requested that I may please be

granted full fee concession. The certificate of my father's income is here attached to the application.

Thanking you in anticipation,

Yours obediently,
X.Y.Z.

July 10, 2023.

17.9 Application for character certificate

The Principal,
Government College,
City A.B.C.

Subject: **Application for character certificate**

Sir,

With due respect, it is submitted that I had been a bona fide student of your college during the session 2020-2022. I secured an overall second position in the intermediate examination 2022. Moreover, I topped my class by securing 98% marks. I intend to get admission to the BS English programme to Government College University Lahore. For this, I need a character certificate.

It is, therefore, requested to your kind honour that a character certificate may please be granted to me so that I may gain admission to the college of my choice.

Thanking you in anticipation,

Yours obediently,
X.Y.Z.

December 20, 2023.

17.10 Application for a scholarship

The Principal,
Government College,
City A.B.C.

Subject: **Application for a scholarship**

Madam,

It is brought to your kind notice that I am a promising student of F.Sc. part-II at your

prestigious college. I hail from the suburb of Lahore and belong to a weaker class of society. My father is a farm worker who earns a meagre income. Not to speak of sponsoring my studies, he cannot even support his family of eight members.

Not only did I top my class, but I also secured an overall 2nd position in the Lahore Board. Likewise, I have always been a high achiever in co-curricular and extra-curricular activities. Recently, I bagged the title of the Emerging Football Star in the 73rd Punjab Games 2022.

Considering my academic excellence and outstanding performance, a college scholarship may please be granted to me so that I may continue my studies.

I shall be obliged to you for this act of your kindness.

Yours obediently,
X.Y.Z.

December 11, 2023.

17.11 Application for the refund of library security fee

The Principal,
Government College,
City A.B.C.

Subject: **Request for the refund of library security fee**

Sir,

With due respect, it is stated that I have successfully got through my intermediate examination (session 2020-2022) from your prestigious college. Besides that, I have already returned all the books issued in my name, and I have also got the “No Objection Certificate” (N.O.C.) from the main library as well.

Therefore, it is requested to your kind honour that my library security fee may please be refunded to me. I shall be highly grateful to you for this favour.

Yours obediently,
X.Y.Z.

November 12, 2023.

17.12 Application for an urgent piece of work

The Principal,
Government College,

City A.B.C.

Subject: **Application for an urgent piece of work**

Sir,

With due reverence, it is brought to your kind notice that early in the morning today, all of a sudden, my uncle had a heart attack. It was really a bolt from the blue for me. Consequently, I had to rush to the hospital with him so that he could receive emergency aid. This exigency prevented me from attending today's classes.

I, therefore, request you to grant me a one-day leave for 25-03-2023. I shall be highly grateful to you for this favour.

Yours obediently,
X.Y.Z.

November 12, 2023.

17.13 Application for leave to attend to the sick mother

The Principal,
Government College,
City A.B.C.

Subject: **Request for leave to attend to the sick mother**

Sir,

Most respectfully, it is brought to your kind notice that my mother has been suffering from a fever for the last two days. Owing to this severe fever attack, she has become too weak to look after herself. Besides that, my father had to go to Sialkot to perform his official duties. Under these circumstances, I cannot leave her all alone at home.

Therefore, it is requested to your kind honour that a leave for three days from 12-11-2023 to 14-11-2023 may please be granted to me so that I may look after her. I shall be very thankful to you for this act of kindness.

Yours obediently,
X.Y.Z.

November 12, 2023.

17.14 Application for leave to attend a funeral

The Principal,
Government College,
City A.B.C.

Subject: Request for leave to attend a funeral

Sir,

It is brought to your kind notice that my grandmother had been suffering from too many ailments, particularly asthma for a few days. She remained in a hospital for two weeks. Unfortunately, she passed away this morning. I have to attend her funeral today. So, I will be unable to attend the classes for three days.

Therefore, it is requested to your honour that a leave for three days from 12-11-2023 to 14-11-2023 may please be granted to me so that I may perform her rituals. I shall be thankful to you for this act of kindness.

Yours obediently,
X.Y.Z.

November 12, 2023.

17.15 Application for the remission of absence fine

The Principal,
Government College,
City A.B.C.

Subject: Request for the remission of absence fine

Sir,

Most respectfully, it is stated that I went to my village to see my parents yesterday. Unfortunately, my mother fell seriously ill. She had to be admitted to a hospital. I had to be there to look after her. In that situation, I could not even send my application for leave. I have been fined Rs. 200 by my class incharge. Sir, I belong to a poor family from a backward area of rural Punjab. My family hardly makes both ends meet. Under these circumstances, I cannot pay that fine.

Therefore, it is requested to your kind honour that the fine may please be remitted. I shall be highly thankful to you for this act of kindness.

Yours obediently,
X.Y.Z.

November 12, 2023.

18 Informal Letters

18.1 Tips for Writing an Informal Letter

- Know your reader. Use a tone appropriate for that individual and language or terminology they are likely to understand.
- Choose the right format.
- Be concise.
- Proofread and edit it.

Relation	Salutation
<ul style="list-style-type: none">• Grandfather• Grandmother	<ul style="list-style-type: none">• Dear Grandfather• Dear Grandmother
<ul style="list-style-type: none">• Father• Mother	<ul style="list-style-type: none">• Dear Father• Dear Mother
<ul style="list-style-type: none">• Brother• Sister	<ul style="list-style-type: none">• Dear Brother• Dear Sister
<ul style="list-style-type: none">• Uncle• Aunt	<ul style="list-style-type: none">• Dear Uncle• Dear Aunt
<ul style="list-style-type: none">• Friends/Acquaintance	<ul style="list-style-type: none">• Dear (Name of friend/Acquaintance)

Person	Subscription
<ul style="list-style-type: none">• Parents	<ul style="list-style-type: none">• Yours affectionately• Your loving son/daughter
<ul style="list-style-type: none">• Brothers and sisters	<ul style="list-style-type: none">• Your loving brother/sister• Yours affectionately
<ul style="list-style-type: none">• Relatives	<ul style="list-style-type: none">• Yours affectionately
<ul style="list-style-type: none">• Friends / acquaintance	<ul style="list-style-type: none">• Yours sincerely• Yours truly

18.2 Letter to your friend requesting him to spend the summer vacation with you

Examination Hall,
City A.B.C.
March 20, 2023.

Dear Friend,

I am hale and hearty and hope that you are also sailing in the same boat. Our 1st term

examination is going to be held on Monday. After the examination, the college will remain closed for the summer vacation. I have already planned several activities for this summer break.

I invite you to spend a few days of your summer vacation with me. We will spend some time together. I have always missed your company since you migrated to Lahore. You are one of my best friends. You are the one with whom I love to share all my life experiences.

Moreover, the village life is very peaceful. You will get an opportunity to enjoy the scenic beauty of the countryside. We will take a bath at the tube well daily. We will walk across the fields and the rural landscape. Do bring your camera to take photos. My parents also want you to come.

So, I again request you to spare some time to visit the places and the people we loved in our childhood. I hope you will come here and spend at least ten to fifteen days with me.

I look forward to receiving your fairly prompt reply.

Your loving friend,
X.Y.Z.

18.3 Letter to your friend about the profession you want to adopt

Examination Hall,
City A.B.C.
February 08, 2023.

Dear Ahmed,

I received your letter a week ago. I could not reply to you timely because I was thinking to decide on my career ahead. As you know I passed my intermediate examination with distinction. I had to decide which profession I would adopt in future. I spent days and nights thinking about it. I took many pieces of advice from the elders. I consulted my teachers and even examined my temperament.

Since you asked me to write to you about my career selection, I intend to share with you that I have chosen the field of Public Administration. For this purpose, I have already applied to a well-known university in Pakistan to get admission to the BS degree programme.

As far as my profession is concerned, I believe in dreaming high. So, I have decided to go for the CSS after completing my degree. Although the CSS is a challenging pursuit, I can attempt it well and crack it with the help of my field.

Public Administration is a field in which you learn the art and ways of dealing with the public through social institutions. The CSS also offers bright opportunities for the selection and allocation of degree holders in Public Administration. After carefully observing the pros and cons of this decision, I have finally chosen it.

Please convey my compliments to uncle and your younger siblings.

Your friend,
X.Y.Z.

18.4 Letter to your younger brother advising him how to improve his English language

Examination Hall,
City A.B.C.
February 08, 2023.

Dear Ali,

I hope you are fine and enjoying good health. From the last letter that I received from mother, I came to know that you have failed your English midterm examination. It forced me to write to you as soon as possible to express my concern.

My dear, in this letter I am suggesting some methods of improving your English. First of all, consider it like any other language. It is not a rocket science. You just need to learn the basics of it and start practising it in reading, writing, listening and speaking. I ask you to buy a quality English grammar book. It would help you comprehend the fundamentals of English grammar. Whenever you read a new word, consult any reliable dictionary; always try to read the meanings in English. After learning a new word, practise it in sentences of your own. Do learn at least one word every day.

Try to maximise your reading scope and spend your pocket money on buying books. Start reading English short stories. You can begin with Oscar Wilde's 'The Happy Prince'. Reading will help you learn new words and understand the grammatical formation of the language.

Reply to my letter after a week of receiving it and tell me about the changes you notice in your English language. Convey my regards to everyone at home.

Yours affectionately,
X.Y.Z.

18.5 Letter to your father telling him about your health and studies

Examination Hall,
City A.B.C.
March 03, 2023.

Dear Father,

I hope this letter finds you in the best of your health. I received your letter yesterday. It revealed to me your concern and worry about my health and studies. It is your affection and love which fills me with energy and passion. Your letters always bring me joy.

Dear father, I am alright here. My progress in studies is very good. Moreover, I attend classes regularly. I give proper time to my studies after school time. I have also made two best friends. Both of them are brilliant students. We do group study and exchange our concepts. It gives us a deep understanding of the concepts.

I am fully aware of your expectations from me. I am trying my best to top the school this time too. My health is better than before. I feel more energetic now. I also take good care of my diet. For this purpose, I eat healthy food and avoid eating junk food.

Furthermore, I do exercise regularly and go for a morning walk daily. So, things are absolutely right here. I will come home after my final term examination. I am the one who ever needs your blessings and benediction.

Please pay my regards to all at home.

Your loving son,
X.Y.Z.

18.6 Letter to your younger brother advising him to avoid bad company and pay attention to studies

Examination Hall,
City A.B.C.
December 12, 2023.

Dear Ahmad,

It has been several days since you wrote to us. Mother is worried about you. I met your friend Kashif yesterday. I asked him about you. I am extremely sorry to hear what he told me.

I have come to know that you come to your room late at night. Further, you do not pay attention to your studies. You got poor marks in your mid-term. It was really shocking news for us. You cannot even imagine how downhearted we were to learn that.

Brother, you know, 'A man is known by the company he keeps.' To fall victim to evil is easier than to get rid of it. Therefore, I advise you to quit the company of bad guys and pay attention to your studies. You are there to achieve your life dreams. Father earns from hard work to support your education. You must pay full attention to your studies.

Remember, it is never too late to mend. I believe that you will give up the bad company.

Yours affectionately,
X.Y.Z.

18.7 Letter to your friend to borrow books from him

Examination Hall,
City A.B.C.
February 07, 2023.

Dear Ali,

I hope this letter finds you in the best of your health. I received your letter yesterday. In your letter, you told me about your test. I am glad to know about your success in the test and the interview. Your hard work eventually brought you the fruit. I congratulate you on your success!

You once told me that you have excellent books on current affairs and general knowledge. I am sure these books have helped you pass the PPSC examination with distinction.

As you know, I have already applied for the post of Assistant Director in the Community Development Department. For this purpose, I have to improve my general knowledge. It will help me in the preparation for my PPSC exam which is going to be held on the 15th of March.

I request you to lend me some of your great books on general knowledge and current affairs. Books are great assets, I know. I will keep your books safe. Moreover, I promise to return the books to you as soon as my PPSC test is held. I look forward to receiving your fairly prompt reply.

Yours affectionately,
X.Y.Z.

18.8 Letter to your mother about your performance in the examination

Examination Hall,
City A.B.C.
March 15, 2023.

Dear Mother,

I hope this letter finds you in the best of your health. I received your letter yesterday. Thank you very much indeed! In your letter, you have asked me about my examination. My midterm examination is in progress. Today, it was my last paper.

Dear mother, my performance in the mid-term examination was outstanding. The papers were quite easy. I attempted all papers very well. I am hopeful to get more than 90% marks in all subjects. I assure you that I will top the class this time too.

Besides that, I do give proper time to my books and syllabus instead of wasting my time playing games. I am very concerned about my educational career. I will try my best to win the gold medal in the final examination. Nonetheless, I do not compromise on my health.

I miss all of you here. Please pay my compliments to Fahad and Nimra.

Your loving son,
X.Y.Z.

18.9 Letter to your father/ mother about your 1st day at college

Examination Hall,
City A.B.C.
March 03, 2023.

Dear Father,

I hope this letter finds you in the best of your health. I received your letter yesterday. In your letter, you asked me about my college. My first day at college was busy and I could not find time to write to you earlier. I am here in my boarding room. Today, it was my first day at the college. The day was amazing. I could not imagine such a nice and latest infrastructure.

It is a good college with the latest equipment. The staff is very professional and cooperative. The college has a big playground. There are fantastic computer labs and amazing science labs. I was surprised to see the discipline of the college. Everything is being done professionally. I think it was the best choice for me. They have a students affairs committee that solves students' problems. Classrooms are spacious, neat, and airy. All of them are equipped with overhead projectors and big LED displays. Comfortable chairs are provided to the students. I think I will really enjoy my learning here.

Overall, this is a good college that is facilitated with all the latest facilities. They have strict rules and regulations. I have a good interaction with my fellow students. They are very cooperative and belong to nice families. Thank you very much for your blessings and benedictions. Please pay my regards to all at home.

Your loving son,
X.Y.Z.

18.10 Letter to your father requesting him to allow you to join the educational tour

Examination Hall,
City A.B.C.
March 02, 2023.

Dear Father,

I hope this letter finds you in the best of your health. My annual examination has finally come to an end. I performed very well in the exam. I am hopeful to top the class once again because I am fully satisfied with my performance. I will soon share with you happy news about my result.

Dear father, our college has arranged an educational tour on the forthcoming Saturday. Some of my classmates will go on this tour. Two college buses have been arranged. Our teachers will also be accompanying us on this trip. We will be visiting the Jahangir Tomb, the Shahi Masjid, the Shalimar Garden, and the Lahore Museum on this one-day educational tour.

I request you to allow me to join this tour. It will be a very informative tour. I want to see the historical monuments and the things from the past. It will cost me Rs.1500 only. I assure you that I will be very careful of my expenses on the travel.

Please sign the attached permission letter from the college and send it to me as soon as possible. I hope you will allow me to seize this opportunity of exploring the real world.

Thanking you in advance.

Your loving son,
X.Y.Z.

18.11 Letter to your mother/ father justifying your poor performance in the examination

Examination Hall,
City A.B.C.
March 02, 2023.

Dear Father,

I am extremely embarrassed to inform you that I could not perform well in my final term examination at college. I failed in English paper and got an overall 343 marks out of 550 marks. Unfortunately, that's what I have to share with you.

Dear father! I know it will be bad news for you. You had high expectations of me. Please forgive me for breaking your heart. But let me explain how all that happened in a natural way.

Our English teacher was changed just before the mid-term examination. I could not comprehend the new teacher. I had good preparation for all the other subjects. Yet the result was contrary to my own expectations. It was because of the new paper pattern which was revealed just a few days before the examination. Almost 50% of questions were based on concepts. So, it affected the overall result of the college too. Moreover, I suffered from some serious health issues during the examination. Consequently, I could not prepare well.

Anyhow, I was not expecting too bad a result. Perhaps the marking policy of the board has changed.

This bad performance has taught me a bitter lesson. It gave me a new energy. I have already set my priorities. I will try to make up this shortfall next year. I assure you that I will leave no stone unturned to secure an overall first position in the next class.

I hope you will give me a chance for rectifying my performance.

Your loving son,
X.Y.Z.

18.12 Letter to your father requesting him to hire a private tutor for you

Examination Hall,
City A.B.C.
March 02, 2023.

Dear Father,

I hope this letter finds you in the best of your health. I received your letter yesterday. In your letter, you asked about my progress in my studies.

As you know, I am good at Mathematics, I secured 100% marks in that subject. However, I have no interest in Biology. Biology is such a subject that gives me a really tough time. The concepts are very complex. Although our teacher of biology is a good person who answers every question, I could not understand this subject at all. I have tried my best to learn the concepts, but all in vain.

I am afraid that I won't be able to perform well in this subject in the annual examination. It will badly affect my overall result. Considering all that, I feel a dire need of assistance in biology. Therefore, I request you to please arrange a connoisseur of biology for my coaching as soon as possible.

I assure you that I will try my best to take full advantage of my private tutor. It will help me secure a good position in the final exam. I am the one who ever needs your blessings and benediction.

Your loving son,
X.Y.Z.

18.13 Letter to your friend advising him to participate in games and physical activities

Examination Hall,
City A.B.C.
March 03, 2023.

Dear Ali,

I have just received your letter. I am glad to know about your online business. You told me that you stay all day long in your room, writing and designing websites. Money and business are essential for life but my friend, health and physical fitness are the most precious things in the world.

You do earn good money by doing online work. I appreciate your efforts and hard work. But do not sit for a long time; take some rest between your assignments. Do spare some time for physical exercises and games. If you spend your whole day in your room, your body will become lazy and weak. Games and sports keep us active and improve our mental health. Taking part in games and sports will provide you with more stamina and vigour to help you perform your tasks more efficiently. It will also keep you mentally fresh and active. So, games and sports are an integral part of our life.

I do not ask you to give too much time to games; just make it possible to give at least one hour a day or a little more if you can. I hope you shall act upon my advice.

Yours sincerely,
X.Y.Z.

18.14 Letter to your friend inviting him to attend the marriage ceremony of your sister

Examination Hall,
City A.B.C.
March 02, 2023.

Dear Shazia,

I am hale and hearty and I hope that you are also sailing in the same boat. Through this letter, I invite you to attend my sister's marriage ceremony. The marriage would be held on the 21st of this month. I know this will be utterly surprising news for you, but let me explain the reason.

The marriage ceremony of my elder sister Hina has been fixed for 21st March. We had to do that suddenly because my uncle Riaz informed us that he would be visiting Pakistan for ten days only. As you know he runs a business there, there will be peak season for his business from next month. My uncle holds a special place in my family. We don't make any important decision without his consultation. His presence in the ceremony matters to us a lot. So, we have decided to arrange the marriage on the days when my uncle is in Pakistan. It will be good to have all the family gathered in the event.

Hina's fiance has already given his consent to the marriage date. I have also invited all our best friends. Please reach here two days earlier than the marriage date so that we all can

make plans.

Write to me back to confirm your participation and the date of arrival. I look forward to receiving your prompt reply.

Your friend,
X.Y.Z.

18.15 Letter to your friend who had an accident

Examination Hall,
City A.B.C.
March 02, 2023.

Dear Asad,

I have just come to know that you had an accident yesterday. Ali told me the bad news a moment ago. I am really worried to learn about your health and recovery. I was told that you received serious injuries and you were admitted to the hospital.

My friend, I feel very sorry to hear all that. I am busy with my final project here. I cannot leave it because the final date of submission is the 27th of this month. I have to submit it to get my degree. I pray for your early recovery and sound health. I advise you to drive carefully in the future. It is better to reach late than never reach.

I will visit you when I come to Lahore. Pay my heartiest feelings to aunt and uncle.

Yours sincerely,
X.Y.Z.

18.16 Letter to your friend telling him about your performance in the examination

Examination Hall,
City A.B.C.
July 15, 2023.

Dear Ahad,

I hope this letter finds you in the best of your health. I could not write to you earlier because I was busy with my examination that eventually came to an end yesterday. I could not secure good marks in the 2nd term. Anyhow I have changed my strategy this time. I am pretty much hopeful of yielding exceptional result in the annual examination.

I want to tell you how I have been preparing for the final examination. I got some tips

for the important questions of all subjects. As time was short, I got some guess papers and prepared the most important questions only. But from those questions, I did not leave a single question unprepared. To my surprise, almost 90% questions were selected from them. I was overjoyed and performed excellently in the exams. I took all papers very well and I hope to get 80% marks. As you know, I am not very intelligent, I have to give a lot of time to learn a single page. However, that proved to be greatly helpful.

My result will be declared after two months. Therefore, I have decided to attend the pre-2nd year classes from the next week. Pay my regards to all at home.

Your friend,
X.Y.Z.

18.17 Letter to your friend condoling with him on his father's death

Examination Hall,
City A.B.C.
March 02, 2023.

Dear Ali,

I just cannot describe how deeply sad and grieved I am at the news of your father's death. It must have been a bolt from the blue to you. Nothing can substitute tender fatherly love and paternal affection.

Your father was a great man. He was not rich yet he managed to give you higher education. He was a man of huge courage and patience. He never lets you feel inferior to others. He was very hardworking. This is the result of his constant struggle and hard work that you and your siblings are being educated in good institutions. He was a very kind and sympathetic man. I personally liked him very much due to his kind and fatherly nature.

My friend, this is really a big loss to you and your family. This loss cannot be compensated. Anyhow, this is the law of nature that whoever comes into the world has to return to the Creator. Man is mortal. I hope you will bear this loss with courage and patience. Follow the footsteps of your father. Being an elder son, try to console your family with your words and deeds.

Please accept my condolences in this moment of grief. Be brave and get over the pain of this lamentable event. I end my letter with the prayer that may Allah (**سُبْحَانَكَ وَتَعَالَى**) have Mercy on the departed soul! Ameen.

Yours sincerely,
X.Y.Z.



Exercise — 10

1. Write comprehensive letters on the following topics:

- Inviting a friend to a birthday party
- Calling a friend for a trip or a holiday
- Apologizing to someone for the mistakes you have done
- Congratulating a friend on his success or achievement
- Writing just to ask for the well-being of a person
- Invitation to attend a marriage
- Seeking help from someone
- Informing about someone's demise in family or friends
- Requesting for college leaving certificate
- Requesting for leave to attend a seminar
- Seeking permission for organizing a sports gala
- Requesting to arrange make-up classes for English
- Requesting the principal of your college for a month's medical leave
- Requesting the principal of your college for condoning short of lectures
- Requesting the principal of your college for taking one week leave for sister's marriage
- Requesting the principal of your college for seeking apology for misconduct
- Requesting the principal of your college for changing your section/subjects