

8th class worksheet 29

LEARNING SHEET 38

Activity 2

Take a look at the format of a formal letter given below.

Letter Format (Official Letters)

From, (write your name and the address)

Date: _____

To, (Write the name and the address to the concerned authority given in the question)

Dear Sir,

Subject: _____

Body (matter) _____

_____.

Sum up your main point and state that you look forward to a response to your letter.

Yours faithfully/obediently,

Signature

LEARNING SHEET 39

Go through the leave letter given below written by a student.

Shankar,
Sarakari Bhavan,
Mysore

20th Jan, 2021.

The Headmaster,
XYZ High School,
Mysore

Dear Sir,

Subject: Request to grant three days' leave.

I am a student of standard X 'A'. My sister's marriage will be held on 23rd Jan, 2021 in Mysore. Our parents have planned to host a function the day before the marriage as well. Therefore, I request you to grant me three days' leave from 22nd to 24th Jan, 2021. I know that the exams are fast approaching and I assure you that I will make up for the lost time.

Thank you,

Yours obediently,

(Shankar)

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Activity 2.2:

Write a letter to your Gram Panchayath/City Corporation informing them about irregular electricity supply in your area.

Answer:

Sudhakar,
8th class
Govt.High school,
Mysore

21st August, 2022

Panchayat Development officer,
Gram Panchayath,

Mysore

Dear Sir,

Subject: Irregular electricity supply in our area.

I am Sudhakar, 8th class, Government high school, Mysore. I would like to draw your kind attention towards the irregular electric supply in our area. We are facing a several problems. During power cut many problems like robbery and theft increases.

Many students are preparing of their incoming board exam. But, this irregularity in electric supply is causing obstacles in their preparations.

So, I request you to look into this matter personally. If you do the needful then I shall be very much thankful to you.

Thank you,

Yours obediently,

Sudhakar