APPLICATION FORMAT — TO THE PRINCIPAL / HEADMASTER

To,
The Principal,
[School / College Name],
[City].

Date: [DD Month YYYY]

Subject: Application for [leave / fee concession / school leaving certificate / change of section]

Respected Sir / Madam,

With due respect, I beg to state that I am a student of class [Class and Section] in your school. [State your reason clearly in one or two sentences, e.g. I have been suffering from fever since yesterday and the doctor has advised me to rest for two days.]

I therefore request you to kindly [grant me leave for two days, from [date] to [date] / allow me the concession / issue the certificate]. I shall be very thankful to you.

Yours obediently,

[Your Name]
Class: [Class and Section]
Roll No.: [00]

APPLICATION FORMAT — TO A MANAGER / OFFICER

To,
[The Manager / The Director / The Officer],
[Department, Organisation Name],
[Address, City].

Date: [DD Month YYYY]

Subject: Application for [purpose, e.g. issuance of experience certificate / account statement / transfer / correction of record]

Respected Sir / Madam,

I, [Full Name], [employee ID / account no. / CNIC no. 00000-0000000-0], am writing to request [what you need]. [Give the reason and any reference numbers or dates the office will need.]

I have attached [list of documents] for your reference. I request you to kindly process my application at your earliest convenience.

Thank you for your time and consideration.

Yours sincerely,

[Your Name]
[Designation / Address]
[Phone] • [email@example.com]

Enclosures: [CNIC copy / form / receipt]