



## APPLICATION WRITING

1. **Suppose, you are a student of Monipur High School, Dhaka. Your family was in a financial crisis; so you could not pay the tuition fee in time. Now, write an application to the Headmaster praying for the remission of delay fine.**

5 August 2016

The Headmaster

Monipur High School, Mirpur, Dhaka

**Subject : Prayer for remission of delay fine.**

Sir,

I would like to state that I could not pay my tuition fee for the month of July due to financial crisis. My father works in a private firm and he did not get his regular salary for the last two months. Now he is able to provide the money and I want to pay the regular fee without delay fine. It can be noted that I was paying my fees regularly before July.

I, therefore, hope that you would be kind enough to consider my circumstance and grant me the remission of delay fine and permit me to pay the usual fee only.

I remain

Sir,

Your most obedient pupil,

Md. Sabbir Ahmed

Class-VI, Roll-11.

2. **Suppose, you are a student of Bogra Zilla School. Your father is a retired school teacher. He cannot bear your educational expenses. Now, write an application to the headmaster of your school praying for a full-free studentship.**

2 January, 2016

The Headmaster

Bogra Zilla School,

Bogra.

**Subject : Prayer for a full free studentship.**

Sir,

I respectfully state that I am a student of class VI of your school. My father is a retired school teacher. He is the only earning member of our family. I have three school going brothers. My father has to bear their educational expenses. So, it is very difficult for him to provide my educational expenses any more with his poor income.

I, therefore, hope that you would be kind enough to grant me a full free studentship and give me an opportunity to continue my studies.

I remain

Sir,

Sabbir Ahmed

Class VI, Roll-3

- 3. Suppose you are a student of class VI of Police Line High School, Jessore. You could not pay your tuition fees for the month of July because of the low income of your father. Now write an application to the Headmaster of your school praying for re-admission.**

10 August 2016  
The Headmaster  
Police Line High School, Jessore

**Subject : Prayer for re-admission.**

Sir,

I would like to state that my father is a poor govt. employee. He has to maintain a large family with his small income. Besides, I have four school going brothers and sisters. So I could not pay my tuition fee for the month of last July. As a result my name has been struck off the roll. Now I am in a position to clear all the dues.

I, therefore, pray and hope that you would kindly give permission for my re-admission.

I remain,

Sir,

Your most obedient student,

Md. Rakibul Islam.

Class-VI, Roll-8

- 4. Suppose, you are a student of Govt. Girls, School, Khulna. You could not attend school for three days on account of illness. Now, write an application to the Headmaster praying for leave of absence on account of your illness.**

August 5, 2016  
The Headmaster  
Govt. Girls' School,  
Khulna.

**Subject: Prayer for leave of absence for three days.**

Sir,

I have the honour to state that I am a student of class VI in your school. On account of my fever and cold I couldn't attend school from the 1st instant to the 3rd instant. I was under medical treatment of a doctor.

I shall be highly obliged if you kindly grant me leave of absence for three days as stated above. A medical certificate is attached herewith for your kind perusal and necessary action.

I remain,

Sir

Yours most obediently

Rashed Ahmed

- 5. Suppose, you are a student of Rajshahi Zilla School, Rajshahi. Your elder sister is getting married. You have to stay at home and do a lot of work. Now, write an application to the headmaster asking for leave in advance.**

7 February, 2016

The Headmaster  
Rajshahi Zilla School  
Rajshahi

**Subject : Prayer for leave in advance.**

Sir,

I have the honour to state that I am a student of class VI in your school. The marriage ceremony of my sister comes off on Friday next. As I am the only son of my parents. I have to do a lot of work and help my parents in many ways which cannot be done by any outsider. In fact, my father wants me to stay home till the marriage ceremony is over.

I shall be highly obliged if you kindly grant me leave in advance for five days with effect from Thursday, the 9th February, 2016.

I remain

Sir

Your most obedient pupil,  
Mizanur Rahman.

- 6. Suppose, you are the students of Monipur High School, Dhaka. It is summer season now and very hot during day time. Now, write an application to the Headmaster praying for morning school.**

5 January, 2016

The Headmaster  
Monipur High School, Mirpur  
Dhaka

**Sub: Prayer for morning school.**

Sir,

We, the students of your school, beg most respectfully to state that owing to excessive heat for the last few days, it is now quite difficult for us to stay in the classroom at noon. On the other hand, we can neither be fully attentive to our teachers nor can take active interest in our lessons in such a hot weather. Even effective teaching by our teachers does not carry the impact upon us as desired.

We, therefore, pray that you would kindly take necessary action so that we may start our classes just at 7:30 am instead of 10:30 am with immediate effect.

We remain

Sir

Yours most obediently  
The students of class VI

7. **Suppose, you are Arif, a student Barisal Zilla School. Your father is a govt. employee. Recently he has been transferred to Dhaka. Now write an application to the Headmaster asking for a TC.**

24 June, 2016  
The Headmaster  
Barisal Zilla School  
Barisal.

**Subject: Prayer for a transfer certificate.**

Sir,

Most humbly and respectfully I would like to inform you that I am a student of class VI in your school. My father who is a government employee has received an order of posting from here to Dhaka. My family is going to be shifted there soon. It is shocking for me to change the school at this stage. But I cannot help moving with my parents. Because I have no relatives with whom I can reside in Barisal. So, I am badly in need of a transfer certificate from you.

Under this circumstances, I shall be highly obliged if you kindly issue me a transfer certificate as early as possible.

I remain  
Sir,  
Obediently yours  
Rashed Hassan  
Class-VI, Roll-2

8. **Suppose, you are the students of class VI of Khulna Zilla School. You wish to undertake a study tour to Shat Gambuz Mosque. Now, write an application to your Headmaster seeking permission to go on a study tour and praying for monetary assistance.**

1 February, 2016  
The Headmaster  
Khulna Zilla School,  
Khulna.

**Subject: Prayer for permission to go on a study tour.**

Sir,

With due respect, we would like to inform you that we, the students of class VI, wish to undertake a study tour to Bagerhat Shat Gambuz Mosque. We feel that we should know our country and learn about various important places. Mere bookish knowledge does not satisfy us unless we see things with our own eyes. Such a visit to this place will give us a clear idea of our glorious history. We hope that this tour will widen our knowledge, ideas and outlook. Our team will consist of 25 students and two teachers and it will take two days for the tour. We have already collected money. But we need more monetary assistance from the school fund.

We shall be highly obliged if you kindly allow us to make the tour and sanction us a handsome amount as monetary assistance.

We remain  
Sir,  
Yours most obediently  
The students of Class VI

- 9. Suppose, you are the students of Khulna Zilla School. You have been feeling the necessity of a debating society in which you may have training in debating. Hence, write an application to your Headmaster for starting a debating society in your school.**

2 January 2016  
The Headmaster,  
Khulna Zilla School  
Khulna

**Subject : Prayer for starting a debating society.**

Sir,

We, the students of your school, would like to inform you that we have been feeling the necessity of a debating society in which we may have training in debating under the guidance of our teacher.

May we, therefore, hope that you may be pleased to arrange a debating society in our school at an early date.

We remain,

Sir,

Your most obedient student,  
The students of Khulna Zilla School  
Khulna

- 10. Suppose, you are the students of Rajbari Zilla School. Your school have not got any computer club. Now, write an application to the Headmaster/Headmistress for setting up a computer club in the school.**

10 April 2016  
The Headmaster  
Savar Cantonment Public School  
Savar, Dhaka

**Subject : Prayer for setting up a computer club in our school.**

Sir,

We, the students of your school, would like to draw your kind attention to the fact that we have no computer club in our school. We are living in an age of science. The modern age is greatly dependent on computer. It is being used in every avenue of our life. It has made the impossible possible. Ours is an age of competition. We are lagging behind without the knowledge of computer. So, to keep pace with the modern world, it has become necessary for us to have a good command over computer knowledge. In these circumstances, we want to start a computer club in our school which will help us to know computer skills well.

We, therefore, hope that you would kindly consider the matter and take necessary steps to set up a computer club in our school.

Your most obedient student,  
The students of class six,  
Savar Cantonment Public School

- 11. Suppose, you are the students of Govt. Jubilee High School, Sunamganj. There is no reading room in your school. As a result, the students face many problems. Now, write an application to the Headmaster to open a reading room in your school.**

1 August 2015  
The Headmaster  
Govt. Jubilee High School, Sunamganj

**Subject : Prayer for opening a reading room.**

Sir,

With due respect we, the students of your school, would like to draw your attention to the matter that ours is a famous and large school in the district. It is a matter of sorrow that we have no reading room in our school. As a result, most of the students spend their leisure hours either by chatting or roaming about aimlessly. If we had reading room, we could utilize our leisure time. Some periodicals, newspapers and books of renowned writers would be kept in the reading room. They would help us to increase our knowledge.

We, therefore, hope that you would kindly take necessary steps to open a reading room in our school immediately.

We remain,

Sir,

'Z', Class-VI, Roll No. 1  
For the students of  
Govt. Jubilee High School, Sunamganj.

- 12. Suppose, you are the students of Ideal High School, Motijheel, Dhaka. There is no canteen in your school. The students have to stay for a long time in the school. So they need tiffin. Now, write an application to the Headmaster for setting up a canteen in your school campus.**

10 August 2015  
The Headmaster  
Ideal High School, Motijheel, Dhaka

**Subject : Prayer for setting up a canteen in the school campus.**

Sir,

We, the students of your school, would like to draw your attention to the fact that most of us come from long distances. We have to stay in the school for a long time. To pass this long time we need tiffin. But for the want of a canteen we have to take tiffin from outside restaurants, which is both costly and unhygienic. So we feel the necessity of a canteen in the school campus.

We, therefore, hope that you would be kind enough to consider our case and take necessary steps to set up a canteen in the school campus as early as possible.

We remain,

Sir,

Md. Mizanur Rahman  
Class-VI, Roll-04  
On behalf of the students of Ideal High School, Motijheel, Dhaka

- 13. Suppose, you are the students of Chittagong Govt. High School. You want to arrange a cultural function in your school. Now, write an application to the Headmaster praying for holding a cultural function in your school.**

10 April 2016  
The Headmaster  
Chittagong Govt. High School, Chittagong

**Subject : Prayer for holding a cultural function.**

Sir,

We, the students of your school, would like to draw your kind attention to the fact that we wish to hold a cultural function on the occasion of Pahela Baishakh. We have already discussed it with our class teacher and he has given us some valuable advice. We have decided to raise a fund for the function by taking subscription from the students. We also request you to sanction some money for this purpose.

We, therefore, hope that you would be kind enough to permit us to hold the function and give us financial support to arrange the programme successfully.

We remain,

Sir,

Your most obediently,  
'X', Class-VI, Roll No. 2  
For the students of Chittagong Govt. High School, Chittagong

- 14. Suppose, you are the students of class six in your school. You want to play a friendly football match with the students of class seven of your school. Now, write an application to the Headmaster of your school praying for permission to play a friendly football match.**

21 August 2016  
The Headmaster  
Magura Govt. High School, Magura

**Subject : Prayer for permission to play a friendly football match.**

Sir,

We, the students of class six of your school, would like to state that we wish to play a friendly football match with the students of class seven at 3:30 pm today at our playground.

We, therefore, hope that you would kindly grant our prayer and allow us to play the match.

We remain,

Sir,

Your most obediently,  
Popy  
For the students of class six.

- 15. Suppose, you are the students of Motijheel Govt. Boys' High School, Dhaka. A friendly football match between your school and Motijheel Model School & College will be held at your school playground today. You want to enjoy the match. Now, write an application to the Headmaster praying for a half holiday.**

17 March 2016  
The Headmaster  
Motijheel Govt. Boys' High School, Dhaka

**Subject : Prayer for a half holiday.**

Sir,

We, the students of your school, would like to state that a friendly football match between our school and Motijheel Model School & College will be held at 3 pm at our school playground today. The match will be very competitive. We want to enjoy the exciting match.

We, therefore, pray and hope that you would be kind enough to grant us a half holiday and give us a chance to enjoy the match.

We remain

Sir,

Your most obediently  
Md. Ashiqur Rahman  
Class-VI, Roll-02

On behalf of the students of Motijheel Govt. Boys' High School, Dhaka

- 16. Suppose, you are the inhabitants of a locality. Your locality has severely been affected by the recent flood. The people of your locality are in need of relief greatly. Now, write an application to the Deputy Commissioner for immediate sanction of relief for the flood affected people of your locality.**

30 August 2016  
The Deputy Commissioner  
Rajbari District

**Subject : Prayer for immediate sanction of relief for the flood affected people.**

Sir,

We, the inhabitants of Kalimohor Union, would like to draw your kind attention to the fact that the recent flood has caused a great damage in our locality. Flood has washed away houses, crops and cattle. Thousands of people have become homeless. They are spending their days and nights under the open sky. Many people have taken shelter on the roofs of houses, on trees and even on boats. The sufferings of the people know no bounds. They have been starving for days. They are affected by waterborne diseases for the lack of pure drinking water. Cholera, diarrhoea and many other diseases have broken out in an epidemic form. Flood has already taken some valuable lives. In these circumstances, they are urgently in need of food, relief goods, medicines and pure drinking water.

We, therefore, expect that you would be kind enough to consider the miseries of the people of our locality and send relief goods and medical team to save the lives of the flood affected people as soon as possible.

Yours faithfully,

Md. Shofi Uddin Miah  
On behalf of the people of Kalimohor Union

- 17. Suppose you, the inhabitants of the village Kola Kanto Nagore, have been suffering for want of pure drinking water. Now write an application to the Chairman of your Union Parishad for sanctioning tubewells.**

17 March 2016  
The Chairman  
Chapila Union Parishad  
Gurudashpur, Natore

**Subject :** Prayer for sanctioning tubewells.

Sir,

We, the inhabitants of the village of Kola Kanto Nagore under your union, would like to inform you that about 5,000 people live in our village. But it is a matter of great regret that the villagers are suffering much for want of pure drinking water for a long time. They use water from the nearby river or ponds. This water is polluted. And as a result, they often suffer from various diseases like cholera, typhoid, dysentery, etc.

Under the above circumstances, we request you to sanction necessary number of tubewells in our locality as early as possible.

Yours faithfully,

1. Md Mottalib Hossain
  2. Md. Abul Azad Sarkar
- On behalf of the villagers.

- 18. Suppose, you are Monjur, a student of Pabna Zilla School. You have to come to school on foot from your village home. It is about three kilometres away from the school. It hampers your study and health. Now, write an application to the Headmaster praying for a seat in the school hostel.**

10 April 2016  
The Headmaster  
Pabna Zilla School, Pabna

**Subject :** Prayer for a seat in the school hostel.

Sir,

With due honour, I would like to state that I am a student of class six in your school. I live with my parents in a village and my village is about three kilometres away from your school. I have to come to school on foot from my village home. This is why I feel difficulties on the way to school. If the weather is rough, it is difficult for me to reach school in time. Besides, everyday I get tired after returning from school and cannot concentrate on my studies. It hampers my study and health. So, I am urgently in need of a seat in the school hostel.

I, therefore, hope that you would be kind enough to consider the circumstances and allot me a seat in the hostel so that I can concentrate on my studies without any anxiety.

I remain

Sir,

Your most obedient student  
Md. Monzurul Islam  
Class-VI; Roll-10

- 19. Suppose, you are the students of Kushtia Zilla School. The students of your school wish to arrange a picnic. Now, write an application to the Headmaster seeking permission to go on a picnic.**

5 January 2015  
The Headmaster  
Kushtia Zilla School, Kushtia

**Subject : Prayer for permission to go on a picnic.**

Sir,

We, the students of your school, would like to state that we want to arrange a picnic at Mahasthangarh in Bogra. Here lies the Majar of Shah Sultan Balkhi. The archaeological signs of the ancient city 'Pundra' have been found there also. We hope that this tour will increase our outlook besides giving us an opportunity to enjoy ourselves.

We, therefore, expect that you would be kind enough to permit us to visit the place and sanction us a handsome amount of money for the purpose.

We remain,

Sir,

Your most obediently,  
Md. Farhan Labib  
Class-VI, Roll-01

On behalf of the students of Kushtia Zilla School, Kushtia.

- 20. Suppose, you are the students of Collegiate High School, Dhaka. Your school common-room has got no English daily. As a result, you are deprived of reading this. Now, write an application to your Headmaster/Headmistress praying for an English daily for the common room.**

6 February 2015  
The Headmaster  
Jessore Zilla School, Jessore

**Subject : Prayer for an English daily for the common room.**

Sir,

We, the students of your school, would like to draw your kind attention that our common room provides a few facilities. The remarkable lack is that the common room has got no English daily. As a result, we are deprived of reading an English Newspaper. An English daily can increase our knowledge of the language, vocabulary. We can improve our reading skills by reading it. English is an international language and it has importance in every avenue of our life. We can have a good command over English by reading English daily. Besides the Bengali dailies, if we get an English daily we will be greatly benefited.

We, therefore, pray and hope that you would be kind enough to realize our necessity and take measures to provide us an English daily in the common room.

Yours faithfully

B,

Class-VI, Roll No. 1  
On behalf of the students of your school.