

LESSON  
04

## APPLICATION WRITING

1. **Suppose, you are the students of Rangpur Zilla School, Rangpur. There is no sufficient facilities in your school common room. Now, write an application to the Headmaster for increasing common room facilities.**

(মনে কর, তোমরা রংপুর জিলা স্কুল, রংপুরের ছাত্রছাত্রী। তোমাদের স্কুলের কমনরুমে পর্যাপ্ত সুযোগ-সুবিধা নেই। এখন, কমনরুমের সুযোগ-সুবিধা বাড়ানোর জন্য প্রধান শিবকের নিকট একটি আবেদনপত্র লেখ।)

January 27, 2016

The Headmaster

Rangpur Zilla School

Rangpur.

**Subject : Prayer for increasing (বাড়ানো) common room facilities (সুযোগ-সুবিধা).**

Sir,

I, on behalf of the students of class seven, have the honour (সম্মান) to state that our common room is not well furnished (সুসজ্জিত). Usually a common room is known for scope (সুযোগ) of entertainment. But our common room does not have good opportunity for entertainment. There is no arrangement (ব্যবস্থা) of keeping dailies, magazines, etc which are the mirror of the world. We need sports materials such as chess, carom, etc. We cannot enjoy our leisure period for want of such things.

Under the circumstances (পরিস্থিতিতে) stated above, I pray and hope that you would be kind enough to consider the matter sympathetically (সহানুভূতিসহকারে) and oblige thereby.

I remain,

Sir,

Alam Sarkar

On behalf of the students of

class seven

Rangpur Zilla School

2. **Suppose, you are the students of Patuakhali Zilla School. There is no facilities of multimedia class room in your school. Now, write an application to the Headmaster for setting up a multimedia classroom.**

(মনে কর, তোমরা পটুয়াখালি জেলা স্কুলের ছাত্রছাত্রী। তোমাদের স্কুলে মাল্টিমিডিয়া ক্লাসরুমের কোনো সুযোগ নেই। এখন, মাল্টিমিডিয়া ক্লাসরুম স্থাপনের জন্য প্রধান শিবকের নিকট একটি আবেদনপত্র লেখ।)

January 3, 2016

The Headmaster

Patuakhali Zilla School

Patuakhali

**Subject : Prayer for arranging multimedia classroom.**

Sir,

I, on behalf of the students of your school, would like to inform you that there is no use of multimedia in our school. With the introduction (পরিচিতি) of the multimedia, it will be easy for us to work in the class. The teachers along with the students will be benefited (উপকৃত) as a result of it.

I hope that you would be kind enough to arrange multimedia system in our classes for our better performance (কর্মমত) as students and oblige thereby.

I remain,

Sir,

Aftab Ali

On behalf of the students of

Patuakhali Zilla School

**3. Suppose, you, the inhabitants of Ullapara Union Parishad, have been suffering seriously for the damaged roads of your area. Now, write an application to the chairman of your locality for repairing the damaged road.**

(মনে কর, তোমরা উল্লাপারা ইউনিয়ন পরিষদের বাসিন্দা, যারা তোমার এলাকার বতিগ্রস্থ রাস্তা নিয়ে মারাত্মক কষ্টে আছে। এখন, তোমার এলাকার বতিগ্রস্থ রাস্তা মেরামত করার জন্য চেয়ারম্যানের কাছে একটি আবেদনপত্র লেখ।)

March 10, 2016

The Chairman

Ullapara Union Parishad

Sirajgonj

**Subject : Prayer for repairing (মেরামত করা) the damaged road.**

Sir,

We, the inhabitants (বাসিন্দা) of Ullapara union, have the honour to state that there are eight thousand people living in our locality (এলাকা). These people are having a big problem in terms of communication system (যোগাযোগ ব্যবস্থা). The main roads of our locality have been badly damaged (ধ্বংস হওয়া) by the recent devastating (বিধ্বংসী) flood. Therefore, it is difficult for us to go along the damaged roads as water remains standing here and there quite often (খুব শীঘ্রই). Sometimes it causes accidents. Students and women are the worst sufferers (বেশি বতিগ্রস্থ).

In these circumstances (পরিস্থিতিতে), we, therefore, pray and hope that you would be kind enough to take immediate (দ্রুত) steps to repair the roads immediately and oblige thereby.

Faithfully yours,

Kazi Rakib,

On behalf of the inhabitants of

Ullapara Union Parishad

**4. Suppose, you, the inhabitants of Dilalpur village under Pabna district, have been suffering for not having qualified doctor in your area. Now, write an application to the UNO to set up a charitable dispensary.** (মনে কর, তোমরা পাবনা জেলার অন্তর্গত দিলালপুর গ্রামের বাসিন্দা,

তোমরা যারা যোগ্য ডাক্তারের অভাবে ভুগছে। এখন, একটি দাতব্য চিকিৎসালয় স্থাপনের জন্য ইউএনও এর কাছে একটি আবেদনপত্র লেখ।)

February 24, 2016

The UNO

Pabna Sadar Upazila, Pabna

**Subject : Prayer for setting up a charitable dispensary.**

Sir,

I, on behalf of the villagers of Dilalpur village under Pabna Sadar Upazila, have the honour to state that about five thousand people live in this village. It is a matter of great regret (অনুতাপের বিষয়) that there is no qualified (যোগ্যতাসম্পন্ন) doctor in our area. Most of the villagers are poor. That's why they cannot go to private doctors. So we are badly in need of a charitable (দাতব্য) dispensary (চিকিৎসালয়).

I, therefore, pray that you would kindly grant (গ্রহণ করা) our application and take necessary steps (প্রয়োজনীয় পদক্ষেপ) to set up a charitable dispensary in this village and oblige thereby.

Faithfully yours,

Akib Hossain,

On behalf of the inhabitants of

Dilalpur village

**5. Suppose, you are a student of Kustia Govt. Girls' High School, Kustia. Your elder brother's wedding ceremony is going to be held next month. Now, write an application to the Headmistress praying for leave in advance.** (মনে কর, তুমি কুষ্টিয়ার, কুষ্টিয়া

সরকারি বালিকা উচ্চ বিদ্যালয় এর একজন ছাত্র। আগামী মাসে তোমার বড় ভাইয়ের বিয়ের অনুষ্ঠান হতে যাচ্ছে। এখন, আগাম ছুটির প্রার্থনা করে তোমার প্রধান শিবিকার কাছে একটি আবেদনপত্র লেখ।)

January 30, 2016

The Headmaster

Kustia Govt Girls' High School

Kustia

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

Sir,

With due respect, I would like to inform you that my elder brother's wedding ceremony (বিয়ের অনুষ্ঠান) is going to be held in Dhaka on February 12, 2016. As it is a grand feast (বড় ভোজ উৎসব) for my family, I am badly in need (একগ্রহণাবে প্রয়োজন) of 4 day's leave in advance (আগাম ছুটি).

I, therefore, request you to grant me 4 day's leave in advance starting from February 9 and oblige thereby.

Obediently yours,

Maimuna Alam

Class : Seven, Roll : 02.

- 6. Suppose, the people of your locality have been suffering for want of pure drinking water. Now, write an application to the Chairman of your Union Parishad for sanctioning tubewells.** (মনে কর, তোমার এলাকার লোকজন বিশুদ্ধ পানির অভাবে ভুগছে। এখন, নলকূপ বরাদ্দ করার জন্য তোমার ইউনিয়ন পরিষদের চেয়ারম্যানের কাছে একটি আবেদনপত্র লেখ।)

March 25, 2016

The Chairman

Kodomtola Union Parishad

Kodomtola, Pirojpur

**Subject : Prayer for sanctioning (অনুমোদন করা) tubewells.**

Sir,

We, the inhabitants (বাসিন্দা) of Kodomtola Union Parishad, have been suffering (ভুগছে) for want of pure drinking water for a long time. During summer season the problem becomes quite acute (বেড়ে যায়). There is only one tube well at one end of the village. It cannot meet up the demand (চাহিদা) of the villagers. So the people of some parts have to drink impure water which is harmful (বতিকর) for health.

In this circumstances (এই পরিস্থিতিতে) we, therefore, pray and hope that you would kindly sanction a tubewell for sinking at another suitable site of the village so that majority of the people may get maximum (সর্বাধিক) benefit (উপকার) and oblige thereby.

Yours faithfully.

Moktar Ali

On behalf of the people of

Kodomtola Union Parishad

- 7. Suppose, you are Nazrul, a student of Uttara High School, Dhaka. Your father is a school teacher. He cannot bear your educational expenses. Now, write an application to the Headmaster of your school praying for a full-free studentship.**

(মনে কর, তুমি নজরুল, ঢাকার উত্তরা উচ্চ বিদ্যালয়ের একজন ছাত্র। তোমার বাবা একজন স্কুল শি্ষক। সে তোমার পড়ার খরচ বহন করতে পারছে না। এখন, বিনা বেতনে অধ্যয়নের জন্য তোমার প্রধান শি্ষকের নিকট একটি আবেদনপত্র লেখ।)

April 2, 2016

The Headmaster

Uttara High School

Dhaka

**Subject : Prayer for a full-free studentship (বিনা বেতনে অধ্যয়ন).**

Sir,

I have the honour to inform you that I am a student of class seven in your school. I am from a poor family. My father is a school teacher. He is unable (অবম) to maintain (পরিচালনা করা) a big family of six members as his income is poor.

In these circumstances, I pray and hope that you would be kind enough to grant me a full-free studentship.

Yours faithfully

Nazrul Islam

Class : Seven, Section : A Roll : 2

**8. 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.** (মনে কর, তুমি

ঢাকার মনীপুর উচ্চ বিদ্যালয়ের একজন ছাত্র। তোমার পরিবার অর্থনৈতিক সমস্যায় ভুগছে; তাই তুমি সময়মত বেতন পরিশোধ করতে পারছ না। এখন, বিলম্ব বেতন মওকুফ করার জন্য প্রার্থনা করে প্রধান শিবকের নিকট একটি আবেদনপত্র লেখ।)

April 13, 2016

The Headmaster

Monipur High School, Dhaka

**Subject : Remission (মওকুফ) of delay fine.**

Sir,

With due respect I beg most respectfully to state that I am a regular (নিয়মিত) student of class seven of your school. I couldn't pay my tuition fees for the month of February and March as my family was in a severe financial crisis. So, my name has been stuck off from roll for non-payment of dues. At this moment, I am in a position (অবস্থান) to clear off all the dues as my father has come back from Bangkok.

Therefore, I, pray and hope that you would be kind enough to remit (মওকুফ করা) the delay fine and receive the usual fees only and oblige thereby.

I remain,

Sir,

Your most obedient pupil (ছাত্র)

Asad

Class seven, Roll : 6 (B)

**9. Suppose, you are a student of Khilgaon Govt. 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.** (মনে কর, তুমি ঢাকার খিলগাঁও সরকারি উচ্চ বিদ্যালয়ের একজন ছাত্র।

এখন গ্রীষ্মকাল এবং দিনের বেলায় প্রচণ্ড গরম থাকে। এখন, প্রাতঃস্কুলের জন্য প্রার্থনা করে প্রধান শিবকের কাছে একটি আবেদনপত্র লেখ।)

May 3, 2016

The Headmaster

Khilgaon Govt. High School  
Khilgaon, Dhaka

**Subject : Prayer for morning school.**

Sir,

We, the students of your school, have the honour to state that the weather has changed radically (আমূল). The summer season has exposed its excessive (অতিরিক্ত) heat. Due to excessive heat, it has become very difficult for us to continue our class work (শ্রেণি কার্যক্রম) at noon. It will be convenient (সুবিধাজনক) for us to attend classes in the morning.

May we, therefore, pray and hope that you would be kind enough to grant our application and oblige thereby.

We remain,

Sir,

Your most obedient pupils

Khilgaon Govt. High School, Dhaka

**10. Suppose, your father is a retired non-govt. school teacher and he is too old to do other work. The little income from agriculture cannot meet all ends of your ten-member family. Now, write an application to the Headmaster for a stipend from the poor fund.**

(মনে কর, তোমার বাবা একজন অবসরপ্রাপ্ত বেসরকারি স্কুল শিষক এবং তিনি এতই বৃদ্ধ যে অন্য কোনো কাজ করতে পারেন না। চাষাবাদ থেকে যে অল্প আয় আসে তা দিয়ে দশজন সদস্যের পরিবারের সকল প্রয়োজন মেটাতে পারেনা। এখন, দরিদ্র তহবিল থেকে বৃত্তি চেয়ে প্রধান শিষকের নিকট একটি আবেদনপত্র লেখ।)

4 March, 2016

The Headmaster

Model High School, Khulna

**Subject : Prayer for a stipend (বৃত্তি) from the poor fund.**

Sir,

With due respect I would like to state that I am a student of class seven of your school. My father is a retired (অবসরপ্রাপ্ত) school teacher. Since he was a teacher in private school, he retired without any pension. He is now too old to do other work. There is no other earning member (উপার্জনকারী সদস্য) in our family. Our ten-member family has to depend solely (শুধুমাত্র) on the small income from agriculture. So my father is not able to buy my books. Two months have passed since the session began, I am yet to buy the textbooks. I cannot buy them unless you help me from the poor fund (দরিদ্র তহবিল).

I, therefore, hope that you would be gracious enough to grant me a stipend from the school poor fund and oblige thereby.

I remain,

Sir,

Your most obedient (বাধ্যগত) pupil,

Mintu

Class-7, Roll -05

**11. Suppose, you are a student of class seven of Govt. Muslim High School, Chittagong. Now, write an application to your Headmaster for a testimonial.** (মনে কর, তুমি চট্টগ্রামের সরকারি

মুসলিম উচ্চ বিদ্যালয়ের সপ্তম শ্রেণির একজন ছাত্র। এখন, একটি প্রশংসাপত্র চেয়ে তোমার প্রধান শিবকের নিকট একটি আবেদন পত্র লেখ।)

6 May, 2016

The Headmaster

Govt. Muslim High School, Chittagong

**Subject : Prayer for a testimonial** (প্রশংসাপত্র).

Sir,

With due respect I would like to state that I had been a student of your school for three years. I was the first boy of class seven. I stood first in Inter Class Essay Competition (আন্তঃশ্রেণি রচনা প্রতিযোগিতা) held in March this year. I had to take my TC in April. Now I have been selected for admission in Govt. Laboratory High School, Dhaka. I have to submit (দাখিল করা) a testimonial from you with reference to my character, academic records and other achievements during my stay at your school. In this connection I would like to add that I took active part in games and sports and other co-curricular activities.

I, therefore, hope that you would kindly issue me a testimonial at your earliest convenience (উপযোগিতা) and oblige me thereby.

I have the honour to be,

Sir,

Your most obedient student,

Anisur Rahman

Class – 7, Roll – 1

**12. Suppose, you are a student of Govt. Jubilee High School, Dhaka. 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.** (মনে

কর, তুমি ঢাকার সরকারি জুবিলী উচ্চ বিদ্যালয়ে একজন ছাত্র। তোমার বিদ্যালয়ে কোনো পড়ার কক্ষ নেই। ফলে, শিার্থীরা বিভিন্ন সমস্যার সম্মুখীন হচ্ছে। এখন, তোমার বিদ্যালয়ে একটি পড়ার কক্ষ চালু করার জন্য প্রধান শিবকের নিকট একটি আবেদনপত্র লেখ।)

15 September, 2016

The Headmaster

Govt. Jubilee High School,

Dhaka

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

Sir,

We, the students of your school, are happy to state that ours is a famous and large school in the district (জেলা). But it is a matter of sorrow (দুঃখের ঘটনা) that we have no reading room in our

school. As a result, most of the students spend their leisure hours either by chatting (গল্প করা) or roaming (ঘুরে বেড়ানো) about aimlessly (উদ্দেশ্যহীনভাবে). If we had reading room, we could utilize our leisure time by reading different topics. Some periodicals (সাময়িকী), newspapers and books of renowned (নামকরা) 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 (অতি শীঘ্র).

We remain,

Sir,

Arifur Rahman

Class-VII, Roll No. 1

On behalf of the students of

Govt. Jubilee High School, Dhaka

**13. Suppose, you are a student 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.**

(মনে কর, তুমি ঢাকার মতিঝিল আইডিয়াল উচ্চ বিদ্যালয়ের একজন ছাত্র। তোমাদের বিদ্যালয়ে কোনো ক্যান্টিন নেই। শিবাধীনের দীর্ঘ সময় বিদ্যালয়ে থাকতে হয়। তাই তাদের টিফিনের প্রয়োজন। এখন, তোমাদের স্কুলে একটি ক্যান্টিন স্থাপনের জন্য প্রধান শিবকের নিকট একটি আবেদনপত্র লেখ।)

10 August, 2016

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 kind attention (মনযোগ) that most of us come to school from long distance (অনেক দূর). 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 (দামী) and unhygienic (অস্বাস্থ্যকর). So we feel the necessity of a canteen in the school campus.

We, therefore, expect that you would be kind enough to consider (বিবেচনা করা) our necessity and take necessary steps to set up a canteen in the school campus as early as possible.

We remain,

Sir,

Md. Mizanur Rahman

Class-VII, Roll-04

On behalf of the students of Ideal High School, Motijheel, Dhaka

**14. Suppose, you are a student of Sylhet Zilla School. Your school has not got any computer club. Now, write an application to the Headmaster/ Headmistress for setting up a computer club in the school.** (মনে কর, তুমি সিলেট জিলা স্কুলের একজন ছাত্র। তোমাদের স্কুলে কোনো কম্পিউটার ক্লাব নেই। এখন, তোমার স্কুলে একটি কম্পিউটার ক্লাব স্থাপনের জন্য প্রধান শিবক/শিবিকার নিকট একটি আবেদনপত্র লেখ।)

10 April, 2016  
The Headmaster  
Sylhet Zilla School  
Sylhet

**Subject : Prayer for setting up (প্রতিষ্ঠা করা) a computer club.**

Sir,

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

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

Your most obedient,  
The students of class seven  
Sylhet Zilla School

**15. Suppose, you are a student of Khulna Zilla School. Some of the students feel the want of a debating club in which they may have training in debating. Hence, write an application to your Headmaster for starting a debating club in your school.** (মনে কর, তুমি খুলনা জিলা স্কুলের একজন ছাত্র। কিছু ছাত্রছাত্রী বিতর্ক সভার প্রয়োজন অনুভব করে যেখানে তারা বিতর্কের অনুশীলন করতে পারে। অতএব, তোমার স্কুলে একটি বিতর্ক সভা শুরুর করার জন্য তোমার প্রধান শিবকের কাছে একটি আবেদনপত্র লেখ।)

20 January, 2016  
The Headmaster,  
Khulna Zilla School  
Khulna

**Subject : Prayer for starting a debating club (বিতর্ক সভা).**

Sir,

We, the students of your school, would like to inform you that we need to have a debating club in our school. There are many promising students in our school. They are interested (আগ্রহী) in

debating. It will develop our speaking skill. It will also widen our horizon (রাঙ্গা) of knowledge. But there is no such scope (সুযোগ) for want of a debating club.

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

We remain,

Sir,

Your most obedient student,

The students of Khulna Zilla School

Khulna

**16. Suppose, you are a student of Collegiate High School, Dhaka. Your school common room has got no English newspaper. 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.**

(মনে কর, তুমি ঢাকার কলিজিয়েট উচ্চ বিদ্যালয়ের একজন ছাত্র। তোমার বিদ্যালয়ের কমনরুমে কোনো ইংরেজি পত্রিকা নেই। যার ফলে, তুমি এটা পড়া থেকে বিরত থাক। এখন, তোমাদের কমনরুমে ইংরেজি পত্রিকা চেয়ে তোমার প্রধান শিবক/শিবিংকার এর নিকট একটি আবেদন লেখ।)

6 February, 2016

The Headmaster

Collegiate High School,

Dhaka

**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 (সরবরাহ করা) a few facilities (সুযোগ-সুবিধা). The remarkable (উল্লেখযোগ্য) lack is that the common room has got no English newspaper. If we get an English daily, we will be greatly benefited (উপকারী). Because an English daily can increase our vocabulary (শব্দ ভাণ্ডার) and knowledge of the language. Besides, we can improve our reading skills by reading it. Moreover, English is an international language and it has importance in every avenue of our life. We can have a good command over (দৰতা) English by reading English daily.

We, therefore, hope that you would be kind enough to realize (উপলক্ষি করা) our necessity and take necessary steps (প্রয়োজনীয় পদক্ষেপ) to provide us an English daily in the common room.

Yours faithfully

Arif Ahmed

Class-VII, Roll No. 1

On behalf of the students of your school

**17. Suppose, you are Monjur, a student of Pabna Zilla School. You are 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.** (মনে কর, তুমি মনজুর, পাবনা জেলা স্কুলের একজন ছাত্র। তুমি তোমার গ্রামের বাড়ি থেকে পায়ে হেঁটে স্কুলে আস। ইহা স্কুল থেকে তিন কিলোমিটার দূরে। ইহা তোমার পড়াশুনা এবং স্বাস্থ্যের বতি করছে। এখন, স্কুলের ছাত্রাবাসে একটি সিট চেয়ে প্রধান শিবকের নিকট আবেদনপত্র লেখ।)

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 seven in your school. I live with my parents in a nearby village. My village is about three kilometres away from your school. It is very difficult for me to come to school on foot from my village home. If the weather is rough, it becomes more difficult to reach school in time. Besides, everyday I get tired after returning from school and cannot concentrate (মনোযোগ দেয়া) on my studies. It hampers (বতি করা) my study and health. So, I am greatly in need of a seat in the school hostel.

I, therefore, expect you to be kind enough to allot (বরাদ্দ করা) me a seat in the school hostel so that I can carry on my studies without any anxiety (চিন্তা ছাড়া).

I remain

Sir,

Your most obedient student

Md. Monzurul Islam

Class-VII; Roll-10

**18. Suppose, you are a student of class seven of Govt. Laboratory School, Dhaka. You want to go on a study tour to Natore Rajbari. Now, write an application to your Headmaster seeking permission to go on a study tour and praying for monetary assistance.** (মনে কর, তুমি ঢাকার সরকারি ল্যাবরেটরি বিদ্যালয়ের সপ্তম শ্রেণির একজন ছাত্র। তুমি নাটোর রাজবাড়িতে শিবাসফরে যেতে চাও। এখন, শিবাসফরে যাওয়ার অনুমতি এবং আর্থিক সাহায্য চেয়ে তোমার প্রধান শিবকের নিকট একটি আবেদনপত্র লেখ।)

1 February, 2016  
The Headmaster,  
Govt. Laboratory School,  
Dhaka

**Subject : Prayer for permission and monetary assistance (আর্থিক সহযোগিতা) to go on a study tour (শিক্ষাসফর).**

Sir,

We, the students of class seven of your school, would like to state that we wish to go on a study tour to Natore Rajbari. It is a place of historical interest (ঐতিহাসিক স্থান) where lived

Rani Vabani, the famous lady. Such a visit to this place will give us a clear idea of our glorious past (ঐশ্বর্যময় অতীত).

Our party will consist of (গঠিত) 30 students and one teacher and it will take three days for the tour. We have decided to hire a bus for the whole period of the tour. We have already collected subscriptions (টান্দা). But we need monetary assistance from the school fund.

We, therefore, expect (আশা করা) that you would be considerate enough to give us permission to go on a study tour to the Rajbari and sanction (বরাদ্দ করা) us a handsome amount from the school fund as monetary assistance.

We remain,

Sir,

Yours obediently,

The students of class seven

**19. Suppose, you are a student of Willes Little Flower High School, Dhaka. Your father is a govt. employee. Recently he has been transferred to Mymensingh. Now, write an application to the Headmaster asking for a T. C.** (মনে কর, তুমি ঢাকার উইলস লিটল ফ্লাওয়ার উচ্চ বিদ্যালয়ের

একজন ছাত্র। তোমার বাবা একজন সরকারি চাকুরিজীবী। সম্প্রতি তিনি ময়মনসিংহে বদলি হয়েছেন। এখন, ছাড়পত্র চেয়ে প্রধান শিবকের নিকট একটি আবেদনপত্র লেখ।)

24 June, 2016

The Headmaster

Willes Little Flower High School,

Dhaka

**Subject : Prayer for a transfer certificate** (ছাড়পত্র).

Sir,

I have the honour to state that my father is a govt. employee. But recently he has been transferred from Dhaka to Mymensingh. Our family has already been shifted (স্থানান্তরিত হওয়া) there. I have been suffering much for the want of accommodation here in Dhaka (বাসস্থান). Besides, I have no relative in Dhaka. Now I am not in a position (অবস্থা) to continue my studies in your school. So I am badly in need of a transfer certificate.

I, therefore, hope that you would be kind enough to issue me a transfer certificate.

I remain,

Sir,

Your most obedient pupil

Samia Zaman

Class-VII, Roll-5

**20. Suppose, you are a student of Comilla 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.** (মনে কর, তুমি কুমিল্লা জিলা স্কুলের একজন ছাত্র। তোমার স্কুলের ছাত্ররা একটি বনভোজনের আয়োজন করতে চাচ্ছে। এখন, বনভোজনে যাবার অনুমতি চেয়ে প্রধান শিবকের নিকট একটি আবেদনপত্র লেখ।)

15 January, 2016

The Headmaster  
Comilla Zilla School,  
Comilla

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

Sir,

We, the students of your school, respectfully state that we would like to arrange a picnic at Mahasthangarh in Bogra. It is well-known for a famous Buddhist monastery (মন্দির). The archaeological (প্রত্নতাত্ত্বিক) signs of the ancient (প্রাচীন) city 'Pundra' have been found there. Here also lies the Mazar of Shah Sultan Balkhi. We hope that this tour will increase our knowledge about our glorious (প্রসিদ্ধ) past civilization. Besides, this will give us an opportunity (সুযোগ) to enjoy ourselves.

We, therefore, hope that you would be kind enough to permit (অনুমতি দেয়া) us to enjoy a picnic in that place and sanction us a handsome amount of money for the purpose.

We remain,

Sir,

Your most obediently,

Md. Farhan Labib

Class-VII, Roll-01

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

**21. Suppose, you are a student 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.**

(মনে কর, তুমি ঢাকার মতিঝিল সরকারি বালক উচ্চ বিদ্যালয়ের একজন ছাত্র। আজ তোমার বিদ্যালয় এবং মতিঝিল মডেল স্কুল এবং কলেজ এর মধ্যে একটি প্রীতি ফুটবল ম্যাচ অনুষ্ঠিত হবে। তুমি ম্যাচটি উপভোগ করতে চাও। এখন, অর্ধদিবস ছুটির প্রার্থনা করে প্রধান শিবকের নিকট একটি আবেদনপত্র লেখ।)

17 March, 2016

The Headmaster  
Motijheel Govt. Boys' High School,  
Dhaka

**Subject : Prayer for a half holiday (অর্ধদিবস ছুটি).**

Sir,

With due respect 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 (মাঠ) today. The match will be very competitive (প্রতিযোগিতাপূর্ণ). We want to enjoy the exciting match.

We, therefore, expect that you would be kind enough to grant us a half holiday and give us an opportunity to enjoy the match.

We remain

Sir,

Your most obediently

Md. Ashiqur Rahman

Class-VII, Roll-02

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

**22. Suppose, you are a student of class seven in your school. You want to play a friendly football match with the students of class eight of your school. Now, write an application to the Headmaster of your school praying for permission to play a friendly football match.** (মনে কর, তুমি তোমার বিদ্যালয়ের সপ্তম শ্রেণির একজন ছাত্র। তোমার স্কুলের অষ্টম শ্রেণির ছাত্রদের সাথে তোমরা একটি প্রীতি ফুটবল ম্যাচ খেলতে চাও। এখন, প্রীতি ফুটবল ম্যাচ খেলার অনুমতি চেয়ে তোমার স্কুলের প্রধান শিবকের নিকট একটি আবেদনপত্র লেখ।)

21 August, 2016

The Headmaster

Magura Govt. High School,

Magura

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

Sir,

We, the students of class seven of your school, wish to play a friendly football match with the students of class eight at 3:30 pm today at our playground.

We, therefore, hope that you would be considerate (বিবেচনা) enough to grant our prayer and allow us to play the match.

We remain,

Sir,

Your most obediently (বাধ্যগত),

Saiful Islam

For the students of class seven

**23. Suppose, you are a student of Chittagong Govt. High School. The students of your school 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.** (মনে কর, তুমি চট্টগ্রাম সরকারি উচ্চ বিদ্যালয়ের একজন ছাত্র। তোমার স্কুলের শিবাধীরা একটি সাংস্কৃতিক অনুষ্ঠানের আয়োজন করতে চায়। এখন, তোমাদের স্কুলে একটি সাংস্কৃতিক অনুষ্ঠান আয়োজন করার অনুমতি চেয়ে প্রধান শিবকের নিকট একটি আবেদনপত্র লেখ।)

10 April, 2016

The Headmaster  
Chittagong Govt. High School,  
Chittagong

**Subject : Prayer for holding a cultural function** (সাংস্কৃতিক অনুষ্ঠান).

Sir,

We, the students of your school, are happy to state that we would like to hold a cultural function on the occasion of Pahela Baishakh at our school premises (প্রাঙ্গণ). We have already discussed (আলোচিত) it with our class teacher and he has given us some valuable advice (মূল্যবান উপদেশ). We have decided to raise a fund for the function by taking subscription (চাঁদা) from the students. We also pray to you to sanction (বরাদ্দ করা) some money for this purpose.

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

We remain,

Sir,

Your most obediently,

Munirul Islam

Class–VII, Roll No. 2

For the students of Chittagong Govt. High School, Chittagong

**24. Suppose, you are the inhabitant 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.**

(মনে কর, তুমি একটি এলাকার বাসিন্দা। সম্প্রতি বন্যায় তোমার এলাকা মারাত্মকভাবে বতিগ্রস্ত হয়েছে। তোমার এলাকার লোকজনের ত্রাণ সামগ্রীর খুবই প্রয়োজন। এখন, তোমার এলাকায় বন্যা দুর্গতদের জন্য তাৎক্ষণিক ত্রাণ সামগ্রী বরাদ্দ চেয়ে ডেপুটি কমিশনারের কাছে একটি আবেদনপত্র লেখ।)

30 September, 2016

The Deputy Commissioner

Madaripur District

**Subject : Prayer for immediate (অবিলম্বে) sanction of relief (ত্রাণ সামগ্রী) 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 (সাম্প্রতিক) flood has caused a great damage (বড় ধরনের বতি) in our locality. Flood has washed away (ভসিয়ে নিয়ে গেছে) houses, crops and cattle (গবাদি পশু). Thousands of people have become homeless. They are passing their days and nights under the open sky. Many people have taken shelter (অশ্রয়) on the roofs of houses, on trees and even on boats. The sufferings of the people know no bounds (সীমা নেই). They have been starving (অভুক্ত থাকা) for days. They are affected by waterborne (পানিবাহিত) diseases for the lack of pure drinking water. Cholera, diarrhoea and many other diseases have broken out in an epidemic (মহামারী) form. Flood has already taken

some valuable lives. Under the 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 (বিসেচনা করা) the miseries of the people of our locality and send relief goods and medical team to save the lives of the flood affected people.

Yours faithfully,

Md. Shofi Uddin Miah

On behalf of the people of Kalimohor Union