

**B1****Question Type–9**  
• Formal Letter/E-mail**Formal Letter (Application)**

1. An application to the Headmaster of your school praying for a transfer certificate.
2. An application to your Principal seeking permission to go on a study tour/excursion.
3. An application to the Headmaster of your school seeking for increasing common room facilities.
4. An application to the Headteacher of your school praying for setting a computer club.
5. An application to your Headmaster for setting up an English Language Club.
6. An application to your Headmaster for a full-free studentship.
7. An application to your Headmaster for opening a common room.
8. An application to the Headmaster seeking permission for organizing that club.
9. An application to the Headmaster praying for a seat in the school hostel.
10. An application to your Headmaster requesting him to install a canteen in the school premises.
11. An application to the Headmaster praying for admission.
12. An application to the Headmaster praying for a half-holiday to witness this match.
13. An application to the Headmaster for holding morning school.
14. An application to your Headmaster praying for leave of absence.
15. An application to your Headmaster of your school for advance leave mentioning the beginning and ending date of your leave.
16. An application to your Headmaster asking his permission to leave school earlier on account of sudden illness.
17. An application to the Headmaster of your School for re-admission.
18. An application to the Headmaster for an English Newspaper in the common room.
19. An application to the Headmaster of your school to provide facilities for games and sports.
20. An application to the Headmaster seeking his permission to observe International Mother Language Day in your school.
21. An application to the Headteacher of your school for buying current books for your school library.

**□ Application লেখার সহজ Tips :**

- প্রশ্নে প্রদত্ত তথ্য ব্যবহার করতে হবে। যেমন— Student এর নাম, School-এর নাম, Roll no ইত্যাদি।
- Date, Subject সহ আবেদনপত্রের সবকিছু খাতার বামপাশ বরাবর লিখতে হবে।
- সম্পূর্ণ আবেদনপত্রটি এক পৃষ্ঠায় লেখা উত্তম।
- সর্ধ্বিপ্ত কথায় লিখতে হবে।

**□ Application-এর structure (স্ট্রাকচার বা কাঠামো) পরিচিতি :**

Suppose, you are Sumon Sarkar, a student of class VIII of Bogra Zilla School. Your father, who is a peon of a private farm, is unable to bear your educational expenses. Now write an application to the Headmaster for a full-free studentship.

10 February 2017 ..... The Headmaster Bogra Zilla School. Bogra.	}	তারিখ (Date)
<b>Subject : Prayer for a full-free studentship.</b> ..... Dear Sir, ..... I beg to state that I have been reading in your school for the last two years. I always obtain good marks in examinations. My father is a peon of a private farm. Our family consists of five members. So, my father is unable to bear my educational expenses after maintaining our family. It is a great barrier to my studies. May I, therefore, pray and hope that you would kindly grant me a full free studentship so that I can continue my studies properly. I remain Sir your most obedient pupil Sumon Sarkar Class VIII, Roll-5	}	প্রাপকের পদবি ও ঠিকানা (Designation and address of the recipient)
		বিষয় (Subject)
		সম্বন্ধন (Salutations)
		মূল অংশ (Body of the letter)
		বিদায় (Subscription)
		নাম ও পরিচয় (Signature & Identity)

১. তারিখ (Date) : প্রশ্নে তারিখ উল্লেখ থাকলে সেই তারিখটিই ব্যবহার করতে হবে। আর প্রশ্নে তারিখ উল্লেখ না থাকলে সুবিধামত তারিখ উল্লেখ করতে হবে। 10 February 2017 অথবা February 10, 2017 এই দুইভাবেই তারিখ লেখা যায়। তারিখ লেখার পর নিচে একটু ফাঁকা জায়গা রাখতে হবে।
২. প্রাপকের পদবী ও ঠিকানা (Designation & address of the recipient) : যার কাছে পত্র লেখা হচ্ছে তার পদবী (যেমন : The Headmaster) ও তিনি যে প্রতিষ্ঠানের প্রধান সেই প্রতিষ্ঠানের নাম ও ঠিকানা (যেমন : Bogra Zilla School, Bogra) লিখতে হবে। এভাবেই পদবী ও প্রতিষ্ঠানের নামের প্রথম অক্ষর বড় হাতের অক্ষরে লিখতে হবে।
৩. বিষয় (Subject) : যে বিষয়ে পত্র লেখা হচ্ছে সেটি এখানে লিখতে হবে। (যেমন : Prayer for a full-free studentship.)
৪. সম্বোধন (Salutation) : যার কাছে পত্র লেখা হচ্ছে তাকে সম্মানসূচক সম্বোধন (যেমন : Dear Sir) করতে হবে।
৫. মূল অংশ (Body of the letter) : প্রথমে নিজের পরিচয়, এরপর নির্ধারিত সমস্যা ও তার সমাধানের অনুরোধ করতে হবে।
৬. বিদায় (Subscription) : প্রাপককে যথাযথ সম্মান জানিয়ে পত্র শেষ করতে হবে।
৭. নাম ও পরিচয় (Signature & Identity) : পত্র লেখকের নিজের নাম ও পরিচয় লিখতে হয়। যেমন : Sumon Sarkar, Class-VIII, Roll-5।

1. Suppose, you are Salam. Your father has been transferred from Feni to Rajshahi. **Write an application to the Headmaster of your school praying for a transfer certificate.**

01 March, 2017

The Headmaster  
Joypur Sorojine High School  
Joypur, Feni.

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

Sir,

With due respect and humble submission, I would like to state that my father has been transferred from Feni to Rajshahi. Our family is going to be shifted there soon. This naturally makes me leave your school also.

I shall, therefore, hope to you for issuing me a transfer certificate and oblige thereby.

Yours obediently

Md. Abdus Salam  
Class: Eight  
Section: A  
Roll: 03

2. Suppose, you are the students of class 8. you want to go on an study tour/excursion. **Now write an application to your Principal seeking permission to go on a study tour/excursion.**

5 April, 2017

The Principal  
Bogra Zilla School  
Bogra.

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

Sir,

We, the student of class 8 of your school would like to state that our 1st term examination is over and now we are free. So we want to go on a study tour at Mohasthanagar. Study tour is not only interesting but also educative. It widens our knowledge and refresh our mind. Our three teachers have already agreed to guide us during the tour.

We, therefore, hope that you would be kind enough to permit us to go on a study tour/excursion and oblige thereby.

Obediently yours,  
The students of class 8

3. Suppose, you are a student of class Eight. The facilities of your common room is not up to the mark. **Write an application to the Headmaster of your school seeking for increasing common room facilities.**

20 May, 2017

The Headmaster  
Sher-e-Bangla Nagar Govt. Girls High School  
Dhaka-1207

Subject: **Application for increasing common room facilities.**

Madam,

We, the students of your school, would like to draw your kind attention to the following fact that our common room is not well furnished. It does not provide much scope for our entertainment. We cannot enjoy our leisures for want of indoor materials. There is no TV set, newspapers, magazines etc. All these things are the mirror of the whole world. We also lack adequate indoor sports item which help us to keep physically fit.

We therefore, hope that you would be kind enough to realize the problem we face and consider the matter sympathetically.

Yours faithfully,  
Sonia

On behalf of the students of Sher-e-Bangla Nagar Govt. Girls' High School

4. Suppose, there is no computer club in your school. But the students of your school feel the need of it. **Now, write an application to the Headteacher of your school praying for setting a computer club.**

10 February, 2017

The Headteacher,  
Lalbagh Model High School,  
Dhaka.

Subject: **Prayer for setting a computer club.**

Sir,

We, the students of your school, have the honor to state that ours is a reputed school in the city. But it is a matter of great regret that there is no computer club in our school. We live in the age of science. And we can not think of a day without computer. It is of great use in all sectors of life, especially to the students. The students of this school are much interested in acquiring knowledge about computer. If a computer club is set up in our school, many students will learn how to operate and use it effectively.

We, therefore, earnestly request you to set up a computer club in our school and oblige thereby.

Sincerely yours,  
The students of Lalbagh Model High School

5. Suppose you are Murad and you read at Hazipur High School, Magura. Your school has no English Language Club. **Now, write an application to your Headmaster for setting up an English Language Club.**

10 July, 2017

The Headmaster  
Hazipur High School  
Hazipur, Magura.

Subject: **Application for setting up an English Language Club.**

Sir,

With due respect, we, the students of your school, would like to draw your kind attention to the problem that we have no English Language Club in our school. You know that English is an international language and modern communication largely depends on it. English is essential for our academic and national improvement. If a language club is set up, we will be greatly benefitted by getting the opportunity of practising English.

May we, therefore, hope that you would be kind enough to consider our application and take necessary steps to set up an English language club in our school.

Sincerely yours,

The students of Hazipur High School.

6. Suppose you are Fatema and you read at Kumarkhali High School, Kustia. Your father is a landless farmer. **Now, write an application to your Headmaster for a full-free studentship.**

15 February 2017

The Headmaster  
Kumarkhali High School  
Kustia.

Subject: **Application for a full-free studentship.**

Sir,

I have the honour to state that I am a student of class eight of your school. My father is a landless farmer. He cultivates other people's land to bear our family expenditure. Our family consists of seven members. My elder brother reads in class ten and my younger brother reads in Class six in your school. This year our crops have been destroyed due to flood. So it is impossible for my father to bear my educational expenses. So, I need a full-free studentship to continue my study.

I, therefore, hope that you would be kind enough to grant me a full-free studentship so that I can continue my study.

Obediently yours,

Kaniz Fatema  
Class-8, Section-A  
Roll-2

7. Suppose, you are a student of class Eight. You do not have any common room in your school. **Write an application to your Headmaster for opening a common room.**

3 January 2017

The Headmaster  
Joypur Sorojine High School  
Feni.

Subject : **Prayer for setting up a common room.**

Sir,

With due respect, we beg to state that our school is one of the famous schools in Feni district. But it is a matter of great sorrow that there is no common room in our school. For this reason the students spend their off periods without doing anything or gossiping here and there. As a result other classes are disturbed. So we are badly in need of a common room.

In the circumstances, we pray and hope that you would be kind enough to make necessary steps for setting up a common room.

We remain

Sir,

Yours obediently

Kabir Hossain

On behalf of the students of your school.

8. Suppose, you are Rumana. You are your friends are interested in organizing a literary club. **Write an application to the Headmaster seeking permission for organizing that club.**

3 January 2017

The Headmaster  
Siddeswari Girls' High School  
Dhaka.

Subject : **Prayer for the permission of organizing a literary club.**

Sir,

With due respect, we the students of your school beg to state that we want to organize a literary club in our school. This club can help the students who are interested in literature. It fills the gap of co-curricular activities. But at this moment there is no scope for this club.

In these circumstances, we pray and hope that you would be kind enough to grant our prayer and oblige thereby.

Yours obediently

Rumana Siddiqua

On behalf of the students of Siddeswari Girls' High school  
Dhaka.

9. Suppose, your father has been transferred from Khulna to Dhaka. Your family is going to shift there very soon. **Now, write an application to the Headmaster praying for a seat in the school hostel.**

3 January 2017  
The Headmaster,  
Khulna Zilla School,  
Khulna.

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

Sir,

I beg most respectfully to state that I am a student of class VIII of your school. I have been living here in Khulna with my parents. Unfortunately, my father who is a Govt. employee has been transferred recently from Khulna to Dhaka. He will join his new post on the first day of the next month. Mother and other members of our family will also leave for Dhaka soon. I have no close relative here with whom I can stay up to my S.S.C Examination and can continue my studies.

In the circumstances stated above, I earnestly hope and pray that you would be so kind as to allot me a seat in the school hostel so that I can continue my further studies in your school.

I remain

Sir,

Your most obedient pupil

Selim Khan

Class-VIII, Roll no: 04

10. Suppose, you are a student of class Eight. There is no canteen inside of your school. That's why you are facing some problems. **Write an application to your Headmaster requesting him to install a canteen in the school premises.**

3 March 2017  
The Headmaster,  
Chhagalnaiya Pilot High School  
Feni.

Subject : **Prayer for starting a canteen in the School campus.**

Sir,

We, the students of your school, beg to state that our school is one of the best and the biggest schools in Feni district. Many students come from remote places by bus or train. As our school begins at 10:30 AM, some have to start from home as early as 9 a.m. naturally they feel very hungry at noon. But unfortunately there is no in our school. So, students have to take unhygienic foods from the nearby restaurants outside the school campus. As a result we often get sick which hampers our regular study.

In this circumstance, we request you to consider the inconveniences suffered by the students and make arrangements for opening a canteen in the school premises as early as possible.

Yours obediently

A K Rana

On behalf of the students of your school.

11. Suppose, your father has been transferred from Khulna to Dhaka. Now you also have to shift your school. You have chosen Azimpur Girls High School to get yourself admitted. **Write an application to the Headmaster praying for admission.**

3 January 2017  
The Headmaster,  
Azimpur Girls High School  
Dhaka.

Subject : **Prayer for admission.**

Sir,

With due respect and humble submission, I beg to state that I wish to get myself admitted into your school. Previously I was a student of Khulna Zilla School. Recently my family has shifted from to Dhaka due to my father's transfer of job location. We are now residing at Azimpur Govt. Quarters which is very close to your school. My parents keenly desire to get me admitted in class VIII in your school. I have also a special attraction for your school for its exceptionally brilliant results and high reputation. I also want to add that I passed the last Annual Examination securing 95% marks in all the subjects.

The attested copies of my transfer certificate and progress report along with transfer, release and joining orders of my father are enclosed here with for your kind perusal.

I, therefore, pray and hope that you will consider my case and permit me to get myself admitted into class VIII in your prestigious institution and oblige thereby.

I remain

Sir,

Yours obediently

Rukshana Parvin

12. Suppose, your school football team is going to participate in the final match of Inter-school District Football Tournament. **Write an application to the Headmaster praying for a half-holiday to witness this match.**

9 June 2017  
The Headmaster  
Joypur Sorojine High School  
Feni

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

Sir,

We, the pupils of your school beg to state that the final match of the Inter-School District Football tournament will be held today at 3.30 p.m. in our school playground between our School Eleven and the Joypur Sorojine High School Team. The game will be an exciting one because both the teams are equally strong. Our presence in the playground will certainly be encouraging to our players. We do not want to miss the opportunity of enjoying such a game.

We would therefore, like to pray that you would be kind enough to grant us a half holiday today which will enable us to witness the game and cheer-up our players.

I remain

Sir,

Yours obediently

Rimon Khan

On behalf of the students of your school.

**13.** Suppose, you are students of class Eight. It has been very tough for you to be attentive at the class due to scorching heat. **Write an application to the Headmaster for holding morning school.**

3 April 2017

The Headmaster

Kurigram Govt. High School

Feni

Subject: **Prayer for holding morning school.**

Sir,

We, the students of your school, beg most respectfully to state that the summer season has already set in. There is no rain for a long time. Due to excessive heat of the sun, it has become very difficult for us to continue our works in the classroom at noon. Moreover, the students coming from a long distance face a lot of troubles in the glaring sun. So, it will surely be suitable for all of us if the classes are held in the morning.

We would therefore, feel much obliged if you are gracious enough to hold classes in the morning from tomorrow until there is an appreciable change in weather.

I remain

Sir

Yours obediently

Rimon Khan

On behalf of the students of your school.

**14.** Suppose you could not attend your school from three days due to illness. **Write an application to your Headmaster praying for leave of absence.**

March 10, 2017

The Headmaster

Doleshwar Adarsha High School

Keraniganj, Dhaka-1311.

Subject: **Application for leave of absence.**

Sir,

I beg most respectfully to state I could not attend school from the 7<sup>th</sup> to the 9<sup>th</sup> instant on account of fever.

I, therefore, most humbly pray that your honour would be kind enough to grant me leave of absence for those days only.

Yours obediently

Bornali Chowdgury

Class: VIII

Roll: 01

**15.** Suppose, your elder sister's wedding ceremony is going to happen very soon. **Write an application to your Headmaster of your school for advance leave mentioning the beginning and ending date of your leave.**

18 July 2017

The Headmaster

Gaforgaon Govt. High School

Gaforgaon.

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

Sir,

I beg most respectfully to state that the marriage ceremony of my elder sister is held on the 20<sup>th</sup> July. So, I shall not be able to attend the school from the 18<sup>th</sup> to the 25<sup>th</sup> instant

I, therefore, most humbly pray that your honour would be kind enough to grant me leave for those days only.

Yours obediently

Farzana Chowdhury

Class: VIII

Roll: 01

**16.** Suppose, you are Rima. You are feeling unwell at the class. **Write an application to your Headmaster asking his permission to leave school earlier on account of sudden illness.**

March 27, 2017

The Headmaster

Kurigram Govt. Girls High School

Kurigram.

Subject : **Application for early leave.**

Sir,

I beg most respectfully to state that after reaching school I have been felling severe headache. I am quite unable to stay in the class any longer.

I, therefore, most humbly pray that your honour would be kind enough to grant me leave for the remaining periods.

Your most obedient pupil

Rima Haque

Class: VIII

Roll: 01

**17.** Suppose, you could not pay your school fees timely. That's why your name has been struck off from the roll. **Write an application to the Headmaster of your School for re-admission.**

27 March 2017

The Headmaster

Mirpur Bangla High School

Dhaka

Subject: **Application for readmission.**

Sir,

I beg most respectfully to state that I am a regular student of class eight in your school. My name has been struck off the register as I could not pay up my school fees for the month of March. The cause of my inability is the hardship of my father.

I, therefore, most humbly pray that your honour would be kind enough to consider my problem and pass orders for my re-admission on usual fees only.

Yours obediently

Abida Haque

Class: VIII

Roll: 03

**18.** Suppose, you are a student of Police Line High School, Faridpur. You have felt the need of an English newspaper for the common room. Now, **write an application to the Headmaster for an English Newspaper in the common room.**

March 27, 2017

The Headmaster

Police Line High School

Faridpur.

Subject: **Application for an English newspaper for common room.**

Sir,

I, on behalf of the students of your school, have the honour to state that our common room is not well furnished. We do not have the chance to read English newspapers. Reading such newspaper, would be helpful for us to practice and know better about this language.

I, therefore, most humbly pray that your honour would be kind enough to provide us an English daily in our common room.

Yours obediently

Mahmudul Islam

On behalf of the students of your school.

**19.** Suppose, you are Samah. The facilities for games and sports in your school is very poor. **Write an application to the Headmaster of your school to provide facilities for games and sports.**

May 13, 2017

The Headmaster

Harimohan Govt. High School

Chapainawabganj.

Subject: **Application for adequate sports facilities.**

Sir,

I, on behalf of the students of our school, beg to state that although we are provided with sufficient facilities for co-curricular activities, the facilities in our sports section are rather poor. We need more facilities for playing table tennis, badminton, cricket and hockey. Some instruments for the gymnasium are also necessary.

I, therefore, most humbly pray that your honour would be kind enough to take steps to provide us with more facilities as mentioned above in consultation with our game teacher and oblige thereby.

Yours obediently,

Sarafina Samah

On behalf of the students of your school.

**20.** Suppose, your name is Sabrina. The students of your school want to observe the International Mother Language day. **Write an application to the Headmaster seeking his permission to observe International Mother Language Day in your school.**

February 19, 2017

The headmaster

MDC Model High school

Dhaka

Subject: **Application for permission to observe the International Mother Language Day.**

Dear Sir,

I, on behalf of the students of your school, beg to state that we are interested in observing the International Mother Language day at our school on 21 February this year we have planned to arrange a cultural function at the school auditorium. For this purpose we need your kind permission and some money to make necessary arrangements.

I, therefore, most humbly pray that your honour would be kind enough to give us permission and sanction a sum of taka 5,000 from the cultural fund of our school and oblige thereby.

Yours obediently,

Sabrina Haque

On behalf of the students of your school.

**21.** Suppose, your school library is a modern one. But you are in need of the sufficient books on current topics because of the revised syllabus and the introduction of new subjects. Your school library does not have such books. **So, write an application to the Headteacher of your school for buying current books for your school library.**

10 February 2017

The Headteacher

Rangpur Zilla School, Rangpur

Subject : **Prayer for buying more books for the school library.**

Sir

I, on behalf of the students of your school, have the honour to state that we are suffering greatly for want of current books in our school library. Ours is a famous school and our school library is rich and spacious. But the library has not sufficient books on current topics which are necessary for our present revised syllabus, newly introduced subjects, reference books for teachers and other purposes. We need them to study, prepare our notes and widen the horizon (দীর্ঘত) of our knowledge.

I, therefore, pray and hope that you would be kind enough to take necessary steps for buying current books for the school library and oblige us thereby.

I remain

Sir

Your most obedient pupil,

Samsul Arefin

Roll no 12, class 8

On behalf of the students of Khulna Zilla School, Khulna

### E-mail

1. An e-mail to your friend inviting him to the marriage ceremony.
2. An e-mail to the railway Station Manager asking him for booking a ticket for you.
3. An e-mail to your father informing him about your preparation for JSC Examination.
4. An e-mail to your friend about the annual sports day of your school.
5. An e-mail to your father for sending money to buy new books for new class.
6. An e-mail thanking your friend for sending birthday gift/present.
7. An e-mail to your younger brother congratulating him for his brilliant result.
8. An e-mail to the manager requesting him to send you a membership form.
9. An e-mail to the railway station manager asking him for booking a ticket for you.
10. An e-mail to your father in Singapore telling him about your result in your JSC Exam.
11. An e-mail requesting him to visit your house during the Eid vacation.
12. An e-mail to the editor requesting him for sending you the guidelines and other information of the competition.
13. An e-mail to your friend requesting him to return the book.
14. An e-mail requesting your headmaster to increase facilities in the common room.
15. An e-mail to your brother or sister advising him/her to study regularly and not to adopt unfair means in the examination hall.
16. An e-mail to your brother or sister advising him/her to be regular in his/her studies.
17. An e-mail to your younger brother congratulating him/her on his/her brilliant success.
18. An e-mail to your friend inviting him to join the picnic.
19. An e-mail to your friend about your preparation for the JSC examination.
20. An e-mail to your friend inviting him/her to spend the summer vacation in your village.

#### E-mail কী ?

ই-মেইল হলো ইলেকট্রনিক মেইল এর সংবিপ্ত রূপ। এটি আসলে এক ধরনের চিঠি। ই-মেইল পাঠাতে এবং গ্রহণ করতে ই-মেইল ঠিকানা প্রয়োজন। বর্তমানকালে যোগাযোগের বেধে ই-মেইল গুরুত্বপূর্ণ ভূমিকা পালন করছে। ই-মেইল এর মাধ্যমে Text, Picture, Audio এবং Video-ও মুহূর্তের মধ্যেই প্রেরণ এবং গ্রহণ করা যায়।

#### E-mail লেখার সহজ Tips :

1. ই-মেইল আনুষ্ঠানিক বা অনানুষ্ঠানিক হতে পারে।
2. সম্মানসূচক অভিবাদন যেমন : Dear Sir/Madam এবং আন্তরিক অভিবাদন যেমন : Your sincerely, Yours faithfully ইত্যাদি ব্যবহার করা যায়। কিন্তু যদি ঘনিষ্ঠ ব্যক্তির কাছে লেখা হয় তবে এই রকম আনুষ্ঠানিক ধরন ব্যবহার করা হয় না।
3. ই-মেইল বার্তাটি সংবিপ্ত ও সুনির্দিষ্ট হয়। ই-মেইল বার্তাটি পাঠানোর আগে ভুল হয়েছে কিনা তা পরীচা করে নেওয়া উচিত।

#### E-mail এর কাঠামো :

E-mail এর বিভিন্ন অংশ ব্যাখ্যাসহ দেওয়া হয়েছে। মনোযোগ সহকারে পড়ো।

The diagram shows an email composition window with the following elements:

- To:** samin@yahoo.com
- Cc:** (empty)
- Bcc:** (empty)
- Subject:** (empty)
- Attach Files:** (empty)
- Body:** Dear Samin  
How are you? I am fine. How have you spend your summer vacation?  
All the best  
Nadia
- Buttons:** Send, Save as a Draft, Cancel
- Options:** Use my signature (unchecked)

1. Suppose, your elder sister's marriage ceremony comes off soon. **Now write an e-mail to your friend inviting him to the marriage ceremony.**

To : nusrat@yahoo.com

Cc :

Bcc :

Subject : **Invitation for marriage ceremony.**

My dear Nusrat

Take my cordial love. Hope that you are well. You will be glad to know that the marriage ceremony of my sister will be held on the next Sunday. All of my friends will attend the marriage ceremony. I would request you to come to our house at least three days earlier. Best wishes to you and all.

No more today. More when we shall meet.

Yours ever,

Sumon

2. Suppose, you will go to Dhaka to attend the marriage ceremony of one of your cousins. So you want to book a train ticket for a fixed day. **Now, write an e-mail to the railway Station Manager asking him for booking a ticket for you.**

To : ailwaybookingdha@gmail.com

Cc :

Bcc :

Subject : **Ticket booking**

Mr. Manager,

I would like to inform you that I have planned to go from Chittagong to Dhaka by train on the 7th instant. I need a ticket of the Subarna Express. I am requesting you to keep a second class ticket for me.

Thanking you,

Rohan Chowdhury

212, Port Colony, Chittagong

Phone No : 0192.....

3. Suppose, you are Sumon. You are going to appear at the JSC examination. **Write an e-mail to your father informing him about your preparation for JSC Examination.**

To : kashem@yahoo.com

Cc :

Bcc :

Subject : **Preparation for JSC Examination.**

My dear father,

At first take my salam. I am very glad to receive your letter. I assure you that you need not think so much about my studies. I am preparing very well for the JSC examination.

Well, you will be delighted to know that I have got G.P.A.-5:00 in test examination. I have already completed my revision.

Convey my salam to mother. With lots of love.

Your affectionate son,

Sumon

4. Suppose, you are Sumon. Your friend Nusrat wants to know about the annual sports day of your school.

**Write an e-mail to your friend about it.**

To : nusrat@gmail.com

Cc :

Bcc :

Subject : **Annual sports day of my school.**

My dear Nusrat

I have just read your email. You have wanted to know about the annual sports of our school. The annual sports of our school came to an end yesterday. You will be glad to let you know that I won three prizes in different events.

The District Education officer inaugurated the function and the Deputy Commissioner was the chief guest. There was a big gathering of spectators. Main items of sports were high jump, long jump, races and discus throwing. After the end of the function, the chief guest distributed the prizes. It was really a day of great joy for us.

No more today. With best wishes,

Sumon

5. Suppose, you have been promoted to new class. Now you need some new books. **Write an e-mail to your father for sending money to buy new books for new class.**

To : shagar@yahoo.com

Cc :

Bcc :

Subject : **Need money to buy new books my classes are.**

My dear father,

I hope you are well. I am also well. My classes are going to start from the next Sunday. I have to buy some books. I need 2000 tk to buy those. Please send the money as early as possible.

No more today. Take care of yourself.

Your loving son,

Akash

6. Suppose, you are Kushum. Your friend Sujana has sent you a nice birthday present **an e-mail thanking your friend for sending birthday gift/present.**

To : Sujana@gmail.com

Cc :

Bcc :

Subject : **Thans for sending birthday gift.**

Dear Sonia,

My heartiest love to you. It would be a great pleasure if you had joined my birthday party. I know you could not attend due to your illness, but the beautiful watch that you sent me on the occasion of my birthday party gladdened me most. I have had a lot of presents on that day. But of all the presents yours is the loveliest. I thank you heartily for sending me such an attractive present.

We are all keeping well. Please convey my best regards to your parents Hoping you be hale and hearty.

Yours loving friend,

Kushum

7. Suppose you are Rafi and you live a city. Your younger brother is Bappi who lives in your village home. Recently, you have informed that he has scored a brilliant result in his annual examination. **Now, write an e-mail to your younger brother congratulating him for his brilliant result.**

To : bappi@gmail.com

Cc :

Bcc :

Subject : **congratulations for brilliant result.**

Dear Bappi,

I've just received your message. I'm very happy to know that you have got GPA 5 in your PECE Exam. Congratulations for your brilliant result. I hope you will do better in future. Please start from this time so that you can do well in the JSC and SSC Exams.

Go ahead. I bless you from my heart. With best wishes your elder brother,

Rafi

8. Suppose Bangladesh Foundation has an advertisement in the national dailies to form a young learner's group. **Now, write an e-mail to the manager requesting him to send you a Membership Form.**

To : faruk@yahoo.com

Cc :

Bcc :

Subject : **Request for sending a membership form.**

Dear Sir,

From your advertisement published in the Daily Star on 5 July 2015 we have come to know that you are going to form a Young Learner's Group. We, a group of students from class eight, are eagerly interested to join in such activity.

We have read the prospects of Bangladesh Foundation. The goal and objectives of this organization attracted us very much. So, we want to take part informing the organization.

We request you to send us a Membership Form. It will also be helpful for us if you also send as the terms and conditions for installing the group.

Thanking you,

Shafi

9. Suppose, you will go to Dhaka to attend the marriage ceremony of one of your cousins. So you want to book a train ticket for a fixed day. **Now, write an e-mail to the railway station manager asking him for booking a ticket for you.**

To : officerrailwaybookingdha@gmail.com

Cc :

Bcc :

Subject : **Regarding booking ticket.**

Dear Sir,

I would like to inform you that I want to go to Sylhet on the night of the 16th instant. My journey of the fixed date and time bears a great importance and so I want to book a ticket of a chair coach. I would also request you to fix up a seat for me in the middle row by a window. I assure you that I'll collect my ticket the day before my journey.

Hope, you will confirm my ticket and give me an opportunity of enjoying a happy and comfortable journey as before.

Regards,  
Rohan roy  
Dhaka

10. **Write an e-mail to your father in Singapore telling him about your result in your JSC Exam.**

To : shahin@gmail.com

Cc :

Bcc :

Subject : **JSC result.**

Dear Father,

Hope that you are in good health. You will be glad to know that I have done well in the JSC examination. I got GPA 5 by the grace of Almighty Allah. I am very much excited. But if you were here I would have been happier.

We are doing fine. Please take care of you health. No more today with best regards.

Yours loving son,  
Mahin

11. Suppose, you are Jahir living in Pabna. Your friend Shahrukh Kabir is going to have an Eid vacation next month. **Now, write an e-mail requesting him to visit your house during the Eid vacation.**

To : Shahrukh <skabir2000@yahoo.com>

Cc :

Bcc :

Subject : **Request to visit our house.**

Dear Shahrukh,

Accept my cordial love. Hope you are well. Friend, I would like to invite you to pass few days with me in my village during the ensuing Eid vacation. You will be able to enjoy the wonderful natural beauty here. Here in the river Chitra you can enjoy boating and taking a thrilling bath with great pleasure. My parents will be highly glad to have you amongst us. Hope, I am getting a good news from you very soon.

Yours cordially  
Jahir

12. Suppose, you want to participate in the Inter-School Debate Competition-2014 organized by The Daily Prothom Alo, one of the leading national dailies in Bangladesh. **Now, write an e-mail to the editor requesting him for sending you the guidelines and other information of the competition.**

To : office@prothom-alo.info

Cc :

Bcc :

Subject : **Request to inform details about the Inter School Debate Competition-2014.**

Dear Sir,

I would like to inform you that I want to participate in the Inter-School Debate Competition-2014 organized by The Daily Prothom Alo. But while I was going through the daily, I found that all types of information were not provided. Firstly the entry fee of the competition was not mentioned. Secondly, the topic of debate was not provided too. I will be highly delighted if you make a reply though e-mail informing me about these matters in detail.

Respectfully,  
Shahriar Mahmud

13. Suppose you are Mugdho. Your friend Niladry Raiyan borrowed a book from you. The Junior School Certificate Examination 2015 is knocking at the door. You need the book immediately. **Now, write an e-mail to your friend requesting him to return the book.**

To : nraiyan2012drmc@yahoo.com

Cc :

Bcc :

Subject : **Request to return a book.**

Dear Raiyan,

It is pretty long time you borrowed a book titled "A Book of English Grammar and Composition" from me. Perhaps you have forgotten to returns it. However, Junior School Certificate Examination-2014 is knocking at the door. I have revised the syllabus of almost all the subjects except English Second Paper. At this moment, I need the book badly. Friend, I think you have already realized the importance of the book. So, I would be highly delighted if you return the it as early as possible.

Thanking you,  
Mugdho.

14. Suppose, in your school the common room facilities are not adequate. **Now, write an e-mail requesting your headmaster to increase facilities in the common room.**

To : office.headmaster@gmai.com

Cc :

Bcc :

Subject: **Request for increasing common room facilities.**

Dear Sir,

I would like to draw your kind attention to the fact that we scarcely find any opportunity to enjoy or utilize our free time. The condition of the common room has been deteriorated much. Only two dailies are supplied which are insufficient to meet the need of all the students. There is no arrangement for playing indoor games. Even the number of chairs and tables in the common room is not sufficient. So, the students waste their free times roaming here and there and gossipping.

In the circumstances stated above, I hope that your honour would be kind enough to take necessary measures for increasing the common room facilities of our school.

Yours sincerely,  
Mehenaj Mirja  
Class: Eight, Section-A, Roll: 1  
On behalf of the students of your school

**15. Write an e-mail to your brother or sister advising him/her to study regularly and not to adopt unfair means in the examination hall.**

To : sumon31@gmail.com  
Cc :  
Bcc :

Subject: **Advice not to adopt unfair means in the examination hall.**

Dear Sumon,  
How are you? What about your preparation?  
Remember, PECE is an important public exam your student life. So utilize the time before the exam by studying heart and soul to make a brilliant result. You should not adopt unfair means in the exam. If you do so, you will darken your life.  
Hope you may do well in the exam.

Your sister,  
Sanjida

**16. Write an e-mail to your brother or sister advising him/her to be regular in his/her studies.**

To : sumon31@gmail.com  
Cc :  
Bcc :

Subject: **Be regular in studies.**

Dear Sumon,  
I am greatly hurt to know that you are not regular in your studies. I am informed that you are mixing with bad boys and passing in the timer. It has broken my heart. Student life is the best time of one's life. You should use your time properly. You should be regular and serious in your studies. I hope that you must follow my advice.

Your sister,  
Sanjida

**17. Suppose you are Salam/Salma. Your best friend Arif/Arifa made an excellent result in the last JSC examination. Now, write an e-mail to your younger brother congratulating him/her on his/her brilliant success.**

To : arif@gmail.com  
Cc :  
Bcc :

Subject : **Congratulations for your brilliant success.**

Dear Arif,  
I've just received your message. I'm very happy to know that you have got GPA 5 in your JSC Exam. Congratulations for your brilliant result. I hope you will do better in future. Please start from this time so that you can do well in the exams.

With best wishes.

Yours ever,  
Salam

**18. You have arranged a picnic. The venue has already been selected. Some students of your class will participate. Now, write an e-mail to your friend inviting him to join the picnic.**

To : hasan@gmail.com  
Cc :  
Bcc :

Subject : **Invitation for joining the picnic.**

Dear Hasan,  
Hope that you are keeping well. From your last letter I have come to know that your examination is over and so is ours. Well, we are going on a picnic to Kuakata on 29 March. We all are interested to take you with us. We shall do many things and enjoy many sights and sounds on the way to picnic. If you are with us, we will enjoy the picnic greatly. So, I do invite you to join the picnic.  
More when we meet. Love to all of your family.

Yours ever,  
Shuvo

**19. Suppose you are Labib/Lubna. You have a friend named Rahim/Rahima. Now, write an e-mail to your friend about your preparation for the JSC examination.**

To : rahima@gmail.com  
Cc :  
Bcc :

Subject: **About my preparation for the JSC examination.**

Dear Rahim,  
Hope that you are well by Allah's mercy. I am also fine. In your last letter, you wanted to know about my preparation for the JSC examination. You know that our exam is going to be held in November this year. For the Preparation of this exam, I take help from our English and Mathematics teachers. They help me greatly and sincerely. I have revised all the books thoroughly and practised them again and again. Now I am well prepared for the exam.  
No more today. Write to me about your preparation.

Yours ever,  
Labib

**20. Suppose you are Jahin/Jarin. You have a friend named Ortho/Orpa. Now, write an e-mail to your friend inviting him/her to spend the summer vacation in your village.**

**Or, Now, write an e-mail to your friend describing your village.**

To : ortho@gmail.com  
Cc :  
Bcc :

Subject: **Invitation to spend the summer vacation in my village.**

Dear Jahin,  
Hope you are well. I am also fine. In your last letter, you wanted to know about my village. Well, I am giving you a short description of my village.  
The name of my village is Sohagpur. It is situated by a small river. It is about three kilometres long and two kilometres wide. About two thousands people live here. The people of my village are very friendly. There are many trees and plants in my village. Many delicious fruits are also available here. I think you will like my village very much. My parents will also be glad to see you here. So I invite you to spend the coming summer vacation in my village.

No more today. Write to me about your village.

Yours ever,  
Labib