

Application to the Headmaster/ Headmistress

FORMAT NO-01

To

The Headmaster/ Headmistress

[Name of the school]

[Name of the place]

[Name of the district]

Sub: [Name of the subject]

Sir/Madam,

Most respectfully and humbly I beg to state that I am [Name of the student] a student of your school. I am now in class [Name of the class].

[Write something about topic]

Therefore, I request you to kindly grant me [Name of the topic]. I will be thankful to you if you could accept this application and grant me [Name of the topic].

Thanking you

Date and place

yours most obediently

Name:

Class:

Section:

Roll:

FORMAT NO-02

To

The Headmaster/Headmistress

[Name of the school]

[Name of the place]

[Name of the district]

Sub: [Name of the subject]

Sir,

With lot of respect, I beg to state that I am [Name of the student], I read in class [Name of the class] of your school. I would like to pray for [Name of the topic].

[Write something about topic]

I shall be grateful to you if you grand me [Name of the topic].

Thanking you

Date and place

Yours most obediently

Name:

Class:

Section:

Roll:

Write an application to the Principal of your school requesting him to issue you a character certificate.

To

The headmaster

Madhabnagar Badal Moni High School

Madhabnagar

Malda

Sub: [Application for character certificate]

Sir,

Most respectfully and humbly I beg to state that I am **Sanjit Mandal** a student of your school. I am now in class **IX**. **I can not continue my study in this school because my parents have already shifted to Mednapur. I am seeking admission in a school there. So I need a character certificate which will be submitted to the principal of that school.**

Therefore, I request you to kindly issue me **a character certificate**. I will be thankful to you if you could accept this application and grant me **the certificate**.

Thanking you

Date and place

Yours most obediently

Name: Sanjit Mandal

Class: IX

Section: A

Roll: 02

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