ENGLISH

NOTES 15

STD. IV

Formal Letter

To be done in English classwork copy

FORMAL LETTER

You are Riya Singh of Modern High School, Kolkata. Write a letter to the Principal of your school requesting to add a few new books in the school library.

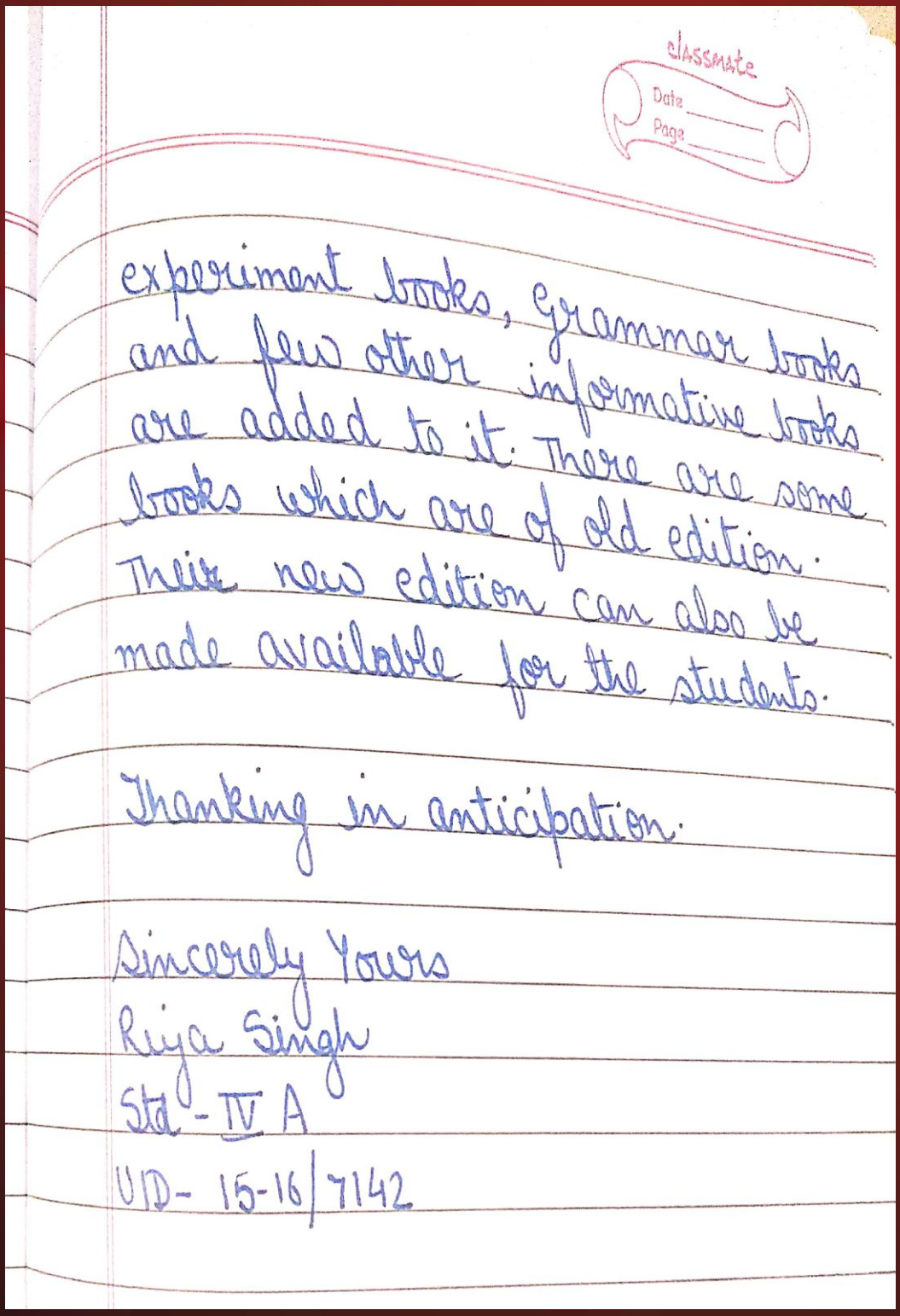
The Principal
Modern High School
Kolkata

22nd December, 2021

Subject- Request regarding the addition of new books in the school library.

Respected Mam
This is to request that our school library needs addition of few new books to meet the need of students.

Although there are a good number of books in our library but it will be of great help if a few Encyclopedias, Science


experiment books, grammar books and few other informative books are added to it. There are some books which are of old edition. Their new edition can also be made available for the students.

Thanking in anticipation.

Sincerely Yours
Riya Singh
Std. - IV A
UID - 15-16/7142

Spelling Success: Pg. 44 to 48

Fun with Cursive: Pg. 42 to 51

Merry Christmas
&
A Happy New Year!!

Thank You!!