

Write and learn the given formal letter.

You are Monali Khanna of class IV A of Model High School, Shimla. Write an application to your teacher requesting her to give you permission to use the computer lab during recess for preparing a PowerPoint presentation for your Science project.

The Class Teacher
Class IVA
Model High School
Shimla

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Subject : Request for using the computer lab during recess

Dear Madam

It is to bring to your kind notice that I have to prepare a PowerPoint presentation for my Science project for which I will need to use a computer.

I would be grateful to you if you kindly allow me to use the computer lab during recess.

Thanking you

Yours faithfully or obediently

Monali Khanna

Roll no. 24