



**FORMAN
CHRISTIAN
COLLEGE**
(A CHARTERED UNIVERSITY)

DEPARTMENT OF ENGLISH (COLLEGE)

APPLICATIONS

1. Write an application to the Principal of your college requesting him/her for a fee concession.

The Principal,
Government College,
(City) A.B.C.

Sir,

Most respectfully, it is stated that I am a student of Intermediate Part I in your esteemed college. My roll number 12345. The financial condition of my family is unstable. My father's monthly income is very low. He has to support a family of six members. In these difficult times he can hardly make both ends meet. He is not in a position to pay my fee. I desire to get a college education as I am a keen student. I stood third in my class in the last annual examination. I never remain absent from my classes. I take an active part in co-curricular activities of the college.

I hope you will be kind enough to grant me a fee concession. I assure you that you will be helping a deserving student.

I will be very thankful to you for this act of kindness.

Yours obediently,
X.Y.Z.

May 13, 2023

2. Write an application to the Principal of your college for sick leave.

The Principal,
Government College,
(City) A.B.C.

Sir,

Most respectfully, It is stated that I am a student of Intermediate Part I in your esteemed college. My roll number is 12345. I am not able to come to the college since I am suffering from fever due to malaria. I have been asked by my family doctor to take proper rest for at least five days. Kindly, grant me leave from 13th to 17th October, 2021. I am submitting the medical certificate with this application. I assure you that I will cover the syllabus of missed classes as quickly as possible. My academic record is a witness of my hard work.

I shall be really grateful to you for considering my request.

Yours obediently,

X.Y.Z.

May 13, 2023

3. Write an application to the Principal of your college requesting him/her for issuance of character certificate

The Principal,
Government College,
(City) A.B.C.

Sir,

With due respect, it is stated that I am a student of intermediate Part I in your college. My father is a government servant. He has been transferred to Sialkot. My family is planning to move there shortly, and it is not possible for me to stay in Lahore all alone. Therefore, I have planned to continue my further studies at Sialkot. To apply to any institute, I need a character certificate. Sir, you know that I have been a hardworking student of your college. I scored eighty-three percent marks in the Send-up examinations, and my teachers are very happy with me. I also took part in many co-curricular activities like debates, quiz programs and plays. My result cards, winning trophies and certificates speak of my ability and talent. I have never misbehaved.

It is my humble request to please mention all these qualities and merits in my certificate. Sir, I assure you that I will always try to uphold my good performance in future. Kindly issue me a certificate.

I shall be grateful to you.

Yours obediently,
X.Y.Z.

May 13, 2023

4. Write an application to the Principal for Remission of fine.

The Principal,
Government College,
(City) A.B.C.

Respected Sir,

It is stated that I am a 1st Year student in this college. My roll number is 12345. I want to bring to your kind attention an issue that I am facing. I was not able to pay my college fee for the last month as my father was not in the city. I also informed the college administration regarding this. My father is back and has paid my fee, but unfortunately, I have been charged a fine of Rs.500 for late fee submission. Sir, I belong to a poor family and my expenses are already too much. Under these circumstances, paying this fine would be a huge pressure on my family. I have always been a punctual student as well as the topper of my class. I also got 1st position in my send up examination. Therefore, I humbly request for the remission of my fine as I really have a genuine reason.

I shall be highly obliged to you.

Yours obediently,
X.Y.Z.

May 13, 2023

5. Write an application to the Principal of your college requesting him/her for re-admission in the college.

The Principal,
Government College,
(City) A.B.C.

Sir,

With due respect, it is stated that I am a student of Intermediate Part I in your esteemed institution enrolled as 12345. I was recently informed that my name has been struck off from college because I was unable to pay my tuition fee for the last two months. It is indeed an embarrassing situation, and I am quite upset about it. However, I believe I should inform you about the circumstances which led to this unpleasant state. My father is a businessman and he has been doing well in terms of profit. Unfortunately, an unexpected labor strike had a devastating impact on the business community. My father suffered a heavy loss and it became difficult for him to manage our expenditures which includes my tuition fee as well.

Sir, the tough time has passed, and conditions have become favorable for us. The tuition fee has been arranged and I will submit it as soon as possible. It is a humble request that kindly allow me to have re-admission in the college. I am a bright student and I have a commendable record in curricular and co-curricular activities.

I am looking forward to receiving your kind response.

Yours obediently,

X.Y.Z.

May 13, 2023

6. Write an application to the Principal of your college requesting him/her for grant of scholarship/financial help from a special fund.

The Principal,
Government College,
(City) A.B.C.

Sir,

With due respect, it is stated that I am a student of Intermediate Part I in your esteemed institution. My roll number is 12345. I have a praiseworthy record in academics and co-curricular activities. I am the class representative of my section and I have also represented our college at various events of other institutions. However, it breaks my heart to inform you that my father met a terrible road accident and he barely survived it. He is the only breadwinner in our family and currently he is unable to go to work. We are running out of our savings because of the ongoing expensive treatment. In such circumstances, it has become impossible for me to pay my college tuition fee.

Sir, as I have already mentioned that I am a bright student, and I am very passionate about educating myself. It is a humble request that kindly grant me a scholarship so I can continue my education and attend classes regularly.

I shall be much obliged for this act of kindness.

Yours obediently,

X.Y.Z.

May 13, 2023

7. Write an application to the Principal of your college requesting him/her for change of subjects.

The Principal,
Government College,
(City) A.B.C.

Sir,

It is respectfully stated that I am a student of Intermediate Part I in your esteemed institution. Joining this college has proved to be a very right decision as I am learning and enjoying here. I truly appreciate your untiring efforts to keep this college up to the mark. Sir, everything is moving in a progressive manner, but I have encountered a problem which needs to be addressed immediately. At the time of admission, I opted for science subjects as my matriculation is in science subjects. However, with the passage of time, I started to realize that I am unable to do justice to science subjects at college level. I took extra classes, joined study groups, and even hired tutors, but I was unable to comprehend the topics.

Sir, it is a humble request that kindly change my subjects from science to humanities. I am sure that I will be able to perform a lot better in the subjects of humanities. My future is dependent on your decision and I hope that you will be considerate.

I shall be much thankful to you for this act of kindness.

Yours obediently,
X.Y.Z.

May 13, 2023

8. Write an application to the Principal of your college requesting him/her refund of library security.

The Principal,
Government College,
(City) A.B.C.

Respected Sir,

It is humbly stated that I was a student of Intermediate in your esteemed institution. My roll number is 12345. It gives me great pleasure to inform you that I have cleared the Second Year exams with flying colors. I have secured 1075 out of 1100 and I am among the top five scorers of the college. It is time for me to take admission in the university and I have already applied to the best universities of the country. Sir, at the time of admission I submitted 10,000 rupees as the library security which was refundable. I have cleared all my dues and I used to return all the books from the library on time. You can check with the chief librarian for further confirmation.

It is a humble request to kindly refund my library security fee. I need that money to pay my university fee. I promise that I will uphold the repute of our college in my next institution.

I shall be much thankful to you for this act of kindness.

Yours obediently,
X.Y.Z.

May 13, 2023