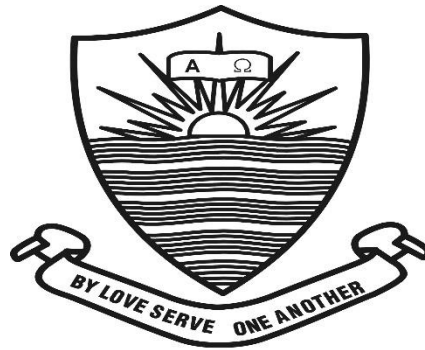


**LETTERS AND APPLICATIONS**  
**FOR**  
**1<sup>ST</sup> YEAR STUDENTS**



Estd 1864

**DEPARTMENT OF ENGLISH LANGUAGE &  
LITERATURE**  
**FORMAN CHRISTIAN COLLEGE (A CHARTERED  
UNIVERSITY)**  
**LAHORE**

**1. Letter to your younger brother advising him to pay attention to his studies and avoid bad company.**

**Examination Hall,**

**(City) A.B.C.**

**October 13, 2021.**

**Dear Brother,**

I have just received your progress report from your college. I am shocked to see that you have miserably failed in English and Mathematics. Your attendance is also below 60%. It seems that you are neglecting your studies. You have definitely fallen in a bad company. If this state of affairs continues, you will fail in your final examination. So you should mend your ways before it is too late.

We have great expectations from you. But the company you keep nowadays disappoints all of us. You are oblivious of the fact that bad company and bad habits can ruin the life of a person. It is useless to cry over the spilt milk. As a student, your duty is to study well and prove your worth in your examinations and co-curricular activities. This is the crucial period of life. If this time is wasted, that loss can never be repaired. There is enough time for enjoyment in future.

I would advise you to avoid your bad company and concentrate on your studies. That will surely make all of us happy. You will also be able to perform better in the next examinations.

I hope you will not take my advice otherwise.

**Yours sincerely,**

**X.Y.Z.**

**2. Letter to your father requesting him to increase your monthly allowance.**

**Examination Hall,**

**(City) A.B.C.**

**October 13, 2021.**

**Dear Father,**

I hope that this letter of mine will find you in the best of your health and spirits. You might be waiting for my letter anxiously. I could not write to you earlier as I was busy in the house examination. You will be glad to know that I have fared well in almost all the papers. My teacher suggested me a few books on grammar to improve my English.

Dear father, I find it difficult to meet my expenses out of the money you send me monthly. As you know, the prices of things have gone up very high. The mess charges have been increased. The articles of stationery are also very expensive. I also have to pay Rs.1000/- to my tutor. Therefore, it has become impossible for me to meet all my necessary expenses with the usual allowance.

I request you to increase my monthly allowance by 2000/- rupees. I know this increase is a burden on you but my demand is also very genuine.

Regards for mother and love to youngsters.

**Yours affectionately,**

**X.Y.Z.**

**3. Letter to your friend describing him/her your first impression of college life.**

**Examination Hall,  
(City) A.B.C.  
October 13, 2021.**

**Dear Asim,**

I am very glad to receive your kind letter just today. You have asked me how I feel after joining college. It is quite different and exciting experience for me. The college building is splendid and large one. The classrooms are airy, spacious and clean. The professors and lecturers are regular and punctual with a good command over their subjects. I am taking my lectures with keenness and making notes. My college has a large playground where I play in my free time for the sake of exercise. Students can freely put questions to teachers in classes. I feel free to move around, talk and discuss all sorts of matters with other students and teachers.

Someone has rightly said:

**“School introduces you to education while college gives colours and direction to it. And the colours and direction are mostly of your own making.”**

Negatively speaking, quite a few students can easily miss their classes. Even when they are fined, they do not mind paying the fines. Some send in applications for leave quite easily.

College life surely gives chances to prepare ourselves to face the problems and challenges of life successfully. It gives us confidence. It is our duty as students to learn our subjects well and develop a high moral character. The greatest impression of college life is of course freedom to act, but in a responsible way.

**Your loving friend,  
X.Y.Z.**

**4. Letter to your friend inviting him to attend the marriage of your brother / sister.**

**Examination Hall,  
(City) A.B.C.  
October 13, 2021.**

**Dear Ali,**

Today, powerful waves of joy and excitement are rising in my heart. And this is the joy of a great event taking place in our family. Can you guess it? No, it's nothing of education, visit or sport. It's the news of my brother Akbar's marriage. It scheduled on 28<sup>th</sup> of this month. You know it's a long awaited marriage. Since the death of my dear mother, we have not seen anything so colourful. This wedding is going to be a good change in the tempo of the whole family.

I am already busy in the preparations. A large number of guests are invited. I have also invited many our old and common friends. We shall have a nice time together. Let's not miss this chance of get-together at any cost. You know friends add charm to such happy and gleeful moments of life. We are keen to celebrate this occasion in a traditional sub-continental manner. You will have ample time to enjoy the company of your friends.

We shall go round the village and see how simple, pure and colourful is village life. Waving crops, running brooks and chirping birds mean a new world for citizen like you.

Waiting for your arrival.

**Yours sincerely,  
X.Y.Z.**

**5. Letter to your mother /father describing your progress in studies.**

**Examination Hall,  
(City) A.B.C.  
October 13, 2021.**

**Dear Mother,**

I received your letter in the morning. You have asked me about my progress in studies. It seems to me that you are concerned and very much anxious about my upcoming exams. You will be very happy to know that I have already gone through all my subjects. My preparation in Mathematics, Physics, Chemistry and Biology is fairly well. I had some problems in English. However, I have overcome them with the help of my English teacher. I am now solving the test papers with great confidence. I used to consult with my teachers whenever any problem arises. My English teacher is very happy and satisfied with my progress in English.

Don't worry, mom because now I have also started to work hard with a proper timetable. I give two hours daily to English for improving my vocabulary and grammar. I am taking help from my teachers and friends. My teachers have assured me I shall win some distinction in annual examination. I need your and father's prayers for my success.

Now my motto is;

**“I shall defeat the forces that stand in the way of my success. Tell everyone that it is my aim.”**

Love to father and the young ones.

**Your loving son,  
X.Y.Z.**

**6. Letter to your younger brother / sister suggesting some methods for improving English.**

**Examination Hall,  
(City) A.B.C.  
October 13, 2021.**

**Dear Saad Ali,**

I hope you are fine and enjoying good health. From the last letter that I received from mother, I came to know that you have failed your English midterm exam. This brought me no disappointment. It forced me to write to you as soon as possible to express my concern.

My dear, I am writing to suggest you some of the methods to improve your English. First of all, consider it like any other language. It is not rocket science. You just need to learn the basics of it and start practicing it in reading, writing and speaking. I ask you buy a standardized English grammar book. It would help you in understanding the basic constituents of the language.

Secondly, try to maximize your reading scope and spend your pocket-money on buying books. Start reading English short stories. Reading will allow you to learn new words and understand grammatical formation of the language.

Thirdly, whenever you read a new word, consult any reliable dictionary; always try to read meanings in English. After learning a new word, practice making correct sentences. Keep your focus on learning new words each day.

Reply to my letter after a week of receiving it and intimate me about the changes you notice in your language acquisition.

Convey my salaam to all at home.

**Yours sincerely,  
X.Y.Z.**

**7. Letter to your brother/ uncle/ friend thanking him for sending you a beautiful gift on your birthday.**

**Examination Hall,**

**(City) A.B.C.**

**October 13, 2021.**

**Dear Uncle,**

I hope you, Aunty, Ahmed and Fatima will be in the best of health.

When I came back from school yesterday, my mother told me that there was a parcel for me from Karachi. The moment I saw the box, I was not only surprised but also overwhelmed with joy.

Thank you so much for the gift! It is really nice of you to remember that during my last vacation with you, we had talked about how I was thinking of pursuing baking as a career.

I love the starters' kit for baking, Uncle. In a time when most of my friends' parents are pushing them to prepare for elite careers such as medicine and engineering, you have played an important role in helping me explain to my parents why I would like to choose a different career path. Not only have Mother and Father supported my decision, but they have also promised to enroll me into baking classes after the exams. Now I would like to tell you that I am also paying attention to my studies, and I aim to score well in the exams.

Thank you once again for the gift! I hope I learn something very soon and bake a cake for you when I come there next.

Convey my salaam to all at home.

**Yours affectionately,**

**X.Y.Z**



**8. Letter to your friend requesting him/her to lend you some books.**

**Examination Hall,**

**(City) A.B.C.**

**October 13, 2021.**

**Dear Ali,**

I am hale and hearty with the grace of Almighty Allah and I hope that this letter finds you in the best of your health and Spirits. I am glad to know that you have done your F.Sc. with distinction. You have always been a shining student throughout your life. I have also taken my annual F.Sc. part 1 examination. Nowadays, I am living in my village. I have no activity to undertake for the time being. I feel free like the high floating cloud. But I have become so accustomed to reading books that I find it hard to kill time without books. For the next few weeks, I have got nothing to do except to wait for the result. In the village, I am cut off from town-life and libraries. I have no reading material here.

I know you are so fond of reading. You have a fine collection of books on literature in your personal library. I also love books on literature and have a great collection of new book. It will be a pleasure to offer some of my best books to you if you are in a mood to read them. One of my friends has told me that you have recently bought two new novels i.e. 'Jane Eyre' and 'Emma'. I know that 'Jane Eyre' is one of the most celebrated novels in the English language.

The purpose of writing this letter is to request you to lend me 'Jane Eyre' and 'Emma' for a few days. You know that a good novel or a short story is my weakness. I promise that I would return the books as soon as I have read them. I hope you would not disappoint me.

With best wishes.

**Your Best Friend,**

**X.Y.Z**

**9. Letter to your friend congratulating him/her on his/her success in his/her examination.**

**Examination Hall,**

**(City) A.B.C.**

**October 13, 2021.**

**Dear Ali,**

Your last letter brought the happy news of your brilliant extra-ordinary success in F.Sc. examination. It was really the reward of your persistent effort and prayers of your parents. I am extremely buoyed at it. Your brilliant success reciprocates with your diligence, effort and precision. I have no words to express my feelings and sentiments.

You have, definitely, set an example for your peers and younger ones. This success will open new possibilities and opportunities. You have inspired me a lot. You have excelled. No doubt, I would like to share your experience, which you have gained while preparing for the examination. You must feel sure and secure. You will use your talent for the benefit of our country and countrymen.

My dear friend, success is earned and you have proved it. You also told me that you had set a record in your family.

Congratulate your parents on my behalf.

**Yours Truly,**

**X.Y.Z.**

**10. Letter to your friend telling him/ her about the profession you want to adopt.**

**Examination Hall,**

**(City) A.B.C.**

**October 13, 2021.**

**Dear Ali,**

Please accept my thanks for your kind letter. I am glad to learn that you have passed your F.Sc. Examination in the first division. You have asked me about what profession I would like to adopt in life.

I like to become a successful scientist. Nowadays, atom is ruling the world, and I would research in Nuclear Physics. You know, this is why, I have been taken up pre-engineering subjects though others wanted me to study pre-medical. I want to prepare myself in all my subjects, especially Physics, with the greatest effort.

It is possible that I may discover some newer uses of nuclear energy, for example, in power (electricity) production and agriculture. Then I may be taken as a truly great scientists working for the progress and glory of my country. I shall like to construct some special power generators for extensive use in industry and agriculture. My motto is:

*We should live for the betterment of others as far as we can.*

With the best of Wishes for all the people at home.

**Yours sincerely,**

**X.Y.Z.**

**11. Letter to your friend, condoling on the death of his/her mother.**

**Examination Hall,**

**(City) A.B.C.**

**October 13, 2021.**

**Dear Ahmed,**

I just heard the heart breaking news of your mother's death in an accident. I was shocked for a moment. I could not believe the news until I confirmed it from Rehan. I am really sorry for the trick the misfortune has played upon you. I am depressed for the loss you have to bear in such a raw age. We all have to bow before the Will of God.

She was really a nice lady. She always welcomed me in your home. I still remember her nice treatment with me during my stay at your home. She was polite and social. She was God-fearing and generous lady. We all are going to miss her so much.

My friend, please bear this pain and trial with patience. Do not lose heart. Our commiseration is with you. Take your life to new dimensions. I pray to God to give you courage and strength. Soon, I shall be coming to you.

**Yours Sincerely,**

**X.Y.Z.**

**12. Letter to your father about your health and studies.**

**Examination Hall,**

**(City) A.B.C.**

**October 13, 2021.**

**Dear Father,**

I have your blessings. I am quite well and hope you too would be fine. You have asked me about my health and studies.

I get up early in the morning. I study for one hours. Then I go out for a morning walk. I take four rounds of the park. I stroll in the park. When I return, I take milk and refreshment. Again, I start my studies and continue for one hours. I study English, Science and Mathematics in the morning. Then I go to college and attend my regular classes. I take my lunch during the recess.

I am very sincere to my studies. I secured good marks in the first terminal and hope to do all the better in the final. My college breaks up at 2 p.m. On my return, I take a little rest. I go to play in the evening. I play for an hour with my friends. In evening I take snacks and tea. I once again resume my studies in late evening. I study for three hours. I do my homework in time. I am working hard to fulfil your expectations.

Please convey my best compliments to mother and love to Pinki and Ali.

**Yours affectionately,**

**X.Y.Z.**

**APPLICATIONS**  
**FOR**  
**1<sup>ST</sup> YEAR STUDENTS**



Estd 1864

**DEPARTMENT OF ENGLISH LANGUAGE &  
LITERATURE**  
**FORMAN CHRISTIAN COLLEGE (A CHARTERED  
UNIVERSITY)**  
**LAHORE**

**1. Application for fee concession**

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

Subject: For fee concession

Sir,

Most respectfully it is stated that I am a student of Intermediate Part I in your college. The financial condition of my family is very bad. My father's monthly income is very less. He has to support a family of six members. He is not in a position to pay my fee. I have a keen desire to get college education as I am a brilliant student. I am good at studies. I stood third in my class in the last annual examination. I never remain absent from my class. I respect my teachers and I am sure they love me. I take an active part in all the activities of the college.

I hope you will be kind enough to grant me a fee concession and in doing so, I assure you, Sir, you will help a deserving boy. Thank you very much.

**Yours obediently,**

**13<sup>th</sup> October, 2021**

**X.Y.Z.**

## **2. Application for sick leave**

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

Subject: Application for sick leave

Respected Sir,

Most respectfully, I want to state that I am not in a position 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 13<sup>th</sup> to 17<sup>th</sup> October, 2021. I am submitting the medical certificate with this application.

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

**Yours obediently,**

**13<sup>th</sup> October, 2021**

**X.Y.Z.**



### **3. Application for issuance of character certificate**

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

Subject: Application for Issuance of Character Certificate

Respected Sir,

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. All 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, as you know I have been a hardworking student of your college. 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 been a cause of any misconduct. I scored 83 percent marks in the Send-up examinations and my teachers are very happy with me.

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,**

**13<sup>th</sup> October, 2021**

**X.Y.Z.**

**4. Application for Remission of fine.**

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

Subject: Application for remission of fine

Respected Sir,

It is stated that I am student of 1<sup>st</sup> Year in this college. I want to bring to your kind attention an issue I am facing. I have always been a punctual student as well as topper of my class. I also got 1<sup>st</sup> position in my send up exams. Sir, I was not able to pay my school fee of the last month as my father was not in the city. I also informed the school administration regarding this. My father is back and he 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 huge pressure on my family. Sir kindly, remit my fine as I really have a genuine reason. I shall be highly obliged to you.

**Yours obediently,**

**13<sup>th</sup> October, 2021**

**X.Y.Z.**

**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.

Subject: Re-admission in College

Respected Sir,

With due respect, it is stated that I am a student of Intermediate Part I in your esteemed institution. I was recently informed that my name has been struck off because for the last two months my tuition fee was not submitted. Sir, 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 had been doing well in terms of profit. Unfortunately, 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. 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 positive response.

22<sup>nd</sup> October, 2021.

Yours Obediently,  
X.Y.Z.

**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.

Subject: Grant of scholarship/financial help

Respected Sir,

With due respect, it is stated that I am a student of Intermediate Part I in your esteemed institution. 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 bread winner 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 to educate myself. It is a humble request that kindly grant me the scholarship so I can continue my education and attend the classes regularly. Sir, you will help a deserving student. I shall be much obliged for this act of kindness.

22nd October, 2021.

Yours Obediently,  
X.Y.Z.

**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.

Subject: Change of Subjects

Respected Sir,

With due respect, it is 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 not disappoint me.

22nd October, 2021.

Yours Obediently,  
X.Y.Z.

**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.

Subject: Refund of Library

Respected Sir,

With due respect, it is stated that I was a student of Intermediate in your esteemed institution. It gives me a 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. Sir, it is time for me to take admission in the university and I have already applied in 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 the further confirmation. It is a humble request that kindly refund my library security as I will be needing it when I am going to secure admission in the university. 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.

22nd October, 2021.

Yours Obediently,  
X.Y.Z.