

Write a Letter to the Principal about Requesting for permitting ward to attend School late

Question: As a parent, write a letter to the principal, ABC School Delhi, requesting him/her to grant your ward Akhil/Asha Arora, permission to attend the school two hours late for a month as he/she has to attend the coaching classes arranged by sports authority of India, on being selected for participation in National Swimming Championship.

Answer:

V & P.O. Barwala
Near Narela,
Delhi

1st January, 20...
The principal
A.B.C. School,
Delhi

Subject: Requesting for permitting ward to attend school late

Sir,

It is submitted that my son Akhil Arora is a student of *class XIIC* in your *school*. Akhil Arora has been selected to *participate* in the **National Swimming Championship** in the first week of February. Therefore, he will be required to attend the *coaching classes* to be arranged by the sports authority of India for a few days hence from 7 am to 9 am. He will be in a *position* to reach school at 10 am for a month. Therefore, you are requested to *permit* him to attend the school two hours late for a month and *oblige*. Thanking you in anticipation.

Yours Faithfully,
Kuldeep Kumar
(Father of Akhil Arora)