

Applications

(1). Application to the Principal for issuance of character certificate. (36 Times)

OR

Write an application to the Principal for issuing you College Leaving Certificate.

(1 Time)

The Principal,
Govt. College of Science,
A.B.C.

Respected Sir,

With due respect, I submit that I need my character certificate as I am applying for admission to an engineering university.

Sir, I got admission to this esteemed college on merit, and I passed my intermediate examination with distinction in the pre-engineering subjects. I scored 92% marks and won fourth position in the class.

My academic and co-curricular record is as follows:

- i. My academic career in the college was 2021-2022.
- ii. I passed all house examinations with excellent marks.
- iii. I was never fined for misconduct or rules violation.
- iv. My attendance in class lectures and tutorials was 98%.
- v. I was the member of College Cricket Team.
- vi. I took part in all college workshops and seminars.
- vii. I participated in debate contests and won good positions.

All my teachers at college were happy with me. They considered me a representative student of the college. I request you to issue my character certificate, mentioning all my academic and extra-curricular achievements in it.

Yours obediently,

July 23, 2023

X.Y.Z.

(2). **Application to the Principal for re-admission to college.**

(24 Times)

The Principal,

Government College

A.B.C.

Respected Sir,

With due respect, I submit that my name has been struck off the college rolls due to my absence from college for two weeks. It was owing to my absence from classes without application for leave. This negligence was because of some reasons.

I am sorry that I could not inform the college office before leaving the city as I had an emergency. I received a telephone call in the evening about the heart attack of my uncle. I had to leave for Multan at once as there was no one else to care for him in the hospital. I attended on my uncle for a week, but unfortunately he could not survive. I had to stay a few days more in Multan. My father had to come from abroad for the funeral ceremony.

Keeping in view my past record and good behaviour, I request you to readmit me. I assure you that in future I shall be careful. I shall also try to make up for the loss of my lectures by attending extra classes.

Thanks.

Yours obediently,

September 5, 2023

X.Y. Z

(3). An application to the Principal for fee concession.

(24 Times)

The Principal,
Government College,
A.B.C.

Sir,

With due respect, I submit that I want to get admission to your prestigious college. I scored 940 marks in the Matriculation Examination. My father is a retired government servant. His pension is only nine thousand rupees per month. He is too old to work. We have no other source of income. Moreover, my younger brother and sister are also students. So, it is almost impossible for him to bear my educational expenses.

I request you for full fee concession so that I may continue my studies. I shall try my best to get some position in college and board examination.

I hope that you will consider my request on sympathetic grounds. I shall be grateful to you for this act of kindness.

September 15, 2023

Yours obediently,

X.Y.Z.

(4). Application to the Principal for remission of fine.

(20 Times)

The Principal,

Government College,

A.B.C.

Respected Sir,

With due respect, I submit that I have been fined five hundred rupees for remaining absent from college for a week. I am sorry that I could not send in my application for sick leave, or intimate the college office about my illness.

In fact, I was not feeling well, and the doctor diagnosed that I was suffering from a serious skin disease. He advised me to take complete bed rest and apply ointment after every four hours.

Sir, my father is a government servant, and he was on an official tour during my illness. So, there was no one at home to submit the application. I have now fully recovered from illness. My medical certificate is attached to the application.

I request you to consider my application on sympathetic grounds and remit my fine. I shall be very thankful to you for this kindness.

Yours obediently,

December 10, 2023

X.Y.Z.

(5). Application to the Principal for change of subjects.

(18 Times)

The Principal,

Government College,

A.B.C.

Respected Sir,

With due respect, I submit that I want to change one of my subjects. I opted for mathematics at the time of admission, but now I want to take up biology.

In fact, my father is an engineer, and he urged me to become an electrical engineer. I agreed with him and took up biology. Now, after a month, I realize that my choice of mathematics was wrong, I do not have aptitude for the subject. I have a passion for medical profession. I have always been interested in medical subjects.

I, therefore, request you to allow me to change mathematics for biology. I have discussed my problem with my teachers. They are kind enough to help me to make up for the loss of my lectures. I shall also do my best to make up for the lectures by taking extra classes.

Thanks.

Yours obediently,

September 5, 2023

X.Y. Z

(6). Write an application to the Principal of your college for leave/one month leave.

OR

(14 Times)

Write an application to the Principal of your college for one month leave on medical grounds. **(2 Times)**

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

Respected Sir,

With utmost respect, it is stated that I am a student of FSc. in this prestigious college. I am writing this application to request you to grant me leave for one month from college on medical grounds.

Sir, my mother has chronic disease, and we will be taking her to another city for treatment. It is a very critical situation for the whole family. Doctors of our town have failed to diagnose or understand the nature of her disease. We are very upset as to what causes her so much pain and why she feels nauseated. I have called some of my friends and they have given me information on specialized doctors.

My father has decided to take my mother to Islamabad for diagnosis and proper treatment. I hope you understand the circumstances I am going through. I therefore, request you to grant me leave for one month. I have discussed my problem with my teachers. They are kind enough to help me to make up for the loss of my lectures.

Yours obediently,

March 5, 2023

X.Y.Z.

(7). Write an application to the Principal for the refund of library / hostel security.

(8 Times)

The Principal,

Govt. College,

A.B.C.(City)

Respected Sir,

Most respectfully, it is stated that I have been a bona-fide student of this prestigious college for the last two years. I have really enjoyed a very good time here, and I shall always cherish it throughout my life. I have learnt a lot of good things which will surely be an asset in my future life. The teachers have been very kind to me. Their knowledge as well as teaching methodology has proved very helpful in my exams. After the exams, we are free now and returning to our homes.

It is requested that my library / hostel security fee Rs. 2000 be refunded which I deposited at the time of admission. I have already submitted the clearance slip issued by the college librarian / warden, showing that no book / money is due on me. Now I have cleared my account. I shall be obliged if you refund my library / hostel security.

I shall be very grateful to you for granting my request.

March 5, 2023

March 5, 2023

X.Y.Z.

(8). An application to the Principal for grant of scholarship. OR (6 Times)

Write an application to the Principal requesting him for financial aid. (4 Times)

The Principal,
Government College,
A.B.C.

Sir,

With due respect, I submit that I come from a humble background, and my parents are not able to bear the entire expenses of my higher studies due to financial constraints.

My father is a retired govt. servant. His pension is very small and he does not have any other source of income. My brothers and sisters are also students. They are getting education on merit scholarships. My father is a heart patient, so he cannot do any job. He is unable to bear my education expenses.

I, therefore, request you to grant me scholarship so that I may continue my studies. I promise that I shall do my best to get some position in the board exams. My previous academic record is excellent, and I have got good marks. I hope you will consider my request on sympathetic grounds.

March 5, 2023

Yours obediently,

X.Y.Z.

- (9). **Application to the Principal giving an explanation for your misbehaviour and offering a satisfactory apology.** (4 Times)

The Principal,

Government College,

A.B.C.

Respected Sir,

With due respect, I admit my fault that I misbehaved in the class, and I seek apology for the same. Here is the detail of what happened in the class.

Sir, I was talking to my classmate during the lecture. The teacher saw me and asked me to stand at the back of the class. I felt insulted and lost my good sense. I started to argue with him loudly. I regret that I could not behave myself in the class.

I am ashamed of my misconduct. I have also apologized to my teacher for my misbehavior. Since the incident has been reported to you, I humbly request you to pardon me this time. I promise that next time I shall show good conduct, and you will not receive any complaint against me.

Yours obediently,

November 5, 2023

X.Y.Z.

(10). Write an application to the Principal for the remit library fine.

(2 Times)

The Principal,

Govt. College,

A.B.C.(City)

Respected Sir,

Most respectfully, it is stated that I am a student of FSc. Part-I in prestigious college. I am a scholarship holder. I am also the member of college debate club. I feel proud to mention here that I was the member of that team which won gold medal in the Presidential Speech Competition 2022. I have a number of other accolades and prizes to my credit.

Sir, I have been fined Rs. 1000 by the librarian for not returning a book on due date. In fact, this book is the biography of our beloved Quaid, Muhammad Ali Jinnah. I borrowed this book from the library last month, as I had to participate in a debate competition. Since I had to get a lot of information from the book, I could not complete it in the given time.

You are, therefore, requested to kindly waive this fine as I had a genuine reason for not returning the book on time. Previously, I have returned all books in the given time.

I shall be very grateful to you for granting my request.

Yours obediently,

March 5, 2023

X.Y.Z.

(11). Write an application to the Principal for condoning shortage of lectures. (1 Time)

The Principal,

Govt. College,

A.B.C.(City)

Respected Sir,

Most respectfully, it is stated that I am a student of FSc. Part-I in your prestigious college. I want to bring a matter to your kind notice regarding my health.

I have come to know that my admission has not been sent to the board office due to shortage of my lectures. I want to inform you that I live in the hostel. There are many mosquitoes in the hostel. I got malaria last month. I went to a local doctor. Unfortunately I could not get any relief from my illness. On the weekend, I went to my hometown. My health deteriorated there, and I was rushed to the hospital where I remained for about 10 days. When I returned home, I had severe weakness. The doctors advised me to rest at home for at least a week. I have already submitted application for leave along with my medical certificate. Now I have fully recovered from my illness.

I request you to kindly take notice of this matter and send my admission. I have an excellent academic record. I hope my request will be granted.

Thanking you in anticipation.

Yours obediently,

X.Y.Z.

March 5, 2023

(12). Write an application to the Principal to seek permission for a Sunday tour. (1 Time)

The Principal,

Govt. College,

A.B.C.(City)

Respected Sir,

Most respectfully, it is stated that I am a student of FSc Part-I in this prestigious college. Our classes started on 1st of September, and since then we have continuously been studying. The daily grind of college activities and then late night studies have tired us terribly. In order to enhance our learning capacity, and to stay healthy both physically and mentally, we want some change in our life.

You know that study and recreational tours are part and parcel of academic calendar. When students go on tours, they not only have fun and entertainment but also discover the real application of their learning.

Sir, we could not go on a tour last year on account of large scale flood in the country. This year the students are eager to go on a recreational tour. Our parents have also given their consent and they have no objection. All the details related to the tour are attached to this application.

I look forward to hearing from you.

Yours obediently,

X.Y.Z.

March 5, 2023

- (13). Write an application to the Principal to improve medical facilities in the college dispensary. (1 Time)

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

Respected Sir,

Most respectfully, it is stated that I am a student of FSc. Part-I in your prestigious college. I want to bring it to your kind notice that we are troubled by lack of medical facilities in our college.

Last week, we were playing football on the college ground in the evening. One of my friends got injured during the game. His nose started bleeding and he had some bruises on his arms. We rushed to the college dispensary for first aid.

I regret to say that there was no medical facility to stop his blood. It was quite unfortunate that they could not find any cotton, antiseptic lotion or pain killer. One strip of paracetamol and a few empty bottles of pyodine lotion were mocking at us. We had to rush to the nearby hospital for treatment.

I, therefore, request you to kindly take immediate action and provide first aid facilities in the college dispensary.

I look forward to a prompt action.

Yours obediently,

X.Y.Z.

March 5, 2023